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MAYLAND
COMMUNITY COLLEGE

SILVER ANNIVERSARY
25
1971 - 1996

1995 - 1997 CATALOG

MAYLAND COMMUNITY COLLEGE

ANNOUNCEMENT OF PROGRAMS
FOR
1995-97

[illegible]

MEMBER

[illegible]
Council for Advancement and Support of Education
North Carolina Association of Community College [illegible]
[illegible]
[illegible]
[illegible]
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[illegible]
[illegible]
[illegible]
American Association of Community Colleges
Association of Community College Trustees
[illegible]
North Carolina Association of Colleges and Universities
North Carolina Child Advocacy Institute
North Carolina Citizens for Business & Industry
Institute of Higher Education, University of Florida
National Consortium for [illegible] Development

All information subject to change

MAYLAND COMMUNITY COLLEGE
Highway [illegible]
P.O. Box [illegible]
Spruce Pine, N.C. 28777

An Equal Opportunity Institution

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MAYLAND COMMUNITY COLLEGE

ANNOUNCEMENT OF PROGRAMS
FOR
1995-97

Excellence Within Reach

MEMBER

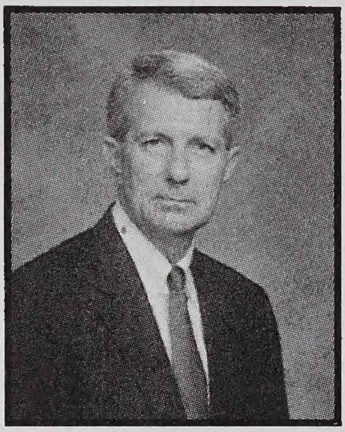
Appalachian Consortium
Council for the Advancement and Support of Education
North Carolina Association of Community College Trustees
Avery County Chamber of Commerce
Banner Elk Chamber of Commerce
Beech Mountain Chamber of Commerce
Mitchell County Chamber of Commerce
Yancey County Chamber of Commerce
North Carolina Community College System
Southern Association of Colleges and Schools
American Association of Community Colleges
Association of Community College Trustees
LERN (Learning Resources Network)
North Carolina Association of Colleges and Universities
North Carolina Child Advocacy Institute
North Carolina Citizens for Business & Industry
Institute of Higher Education, University of Florida
National Institute for Staff/Organizational Development (NISOD)

For Additional Information, Contact

MAYLAND COMMUNITY COLLEGE
Highway 19E
P.O. Box 547
Spruce Pine, N.C. 28777

An Equal Opportunity Institution

MESSAGE FROM THE PRESIDENT



It gives me great pleasure to welcome you to Mayland Community College. It has been our privilege to provide service to Mitchell, Avery and Yancey Counties for the past twenty-five years. Our philosophy of quality education and service remains the core of our commitment to our students and the community at large.

Mayland Community College was established, and continues to operate, on the premise of providing opportunities for higher and continuing education to everyone. The varying needs of individuals require that we offer a wide array of programs and services. As you review this catalog, you will be introduced to our diverse program and service offerings. I encourage you to look over them carefully. I am confident you will find something in our wide variety of programs and course offerings that interests you.

We remain committed to putting excellence within reach of the residents of this region. At Mayland, students come first. We are moving forward with new programs, such as the College Transfer Program, as well as new buildings, renovations and additions. These facilities will house much needed classroom, computer laboratory and office space. Our goal is to provide quality education that prepares our students for challenging careers or for transfer to other colleges and universities. We strive to assist our students in reaching their highest level of capability through innovative teaching and the use of appropriate technology.

Thank you for considering Mayland Community College for your educational future. We are proud to be **your** community college.

Sincerely,

Nathan Hodges

Nathan L. Hodges

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CORRESPONDENCE DIRECTORY

Inquiries concerning aspects of the College's operations and policies should be addressed to the officials listed below.

Address all correspondence (unless otherwise indicated) to:

Mayland Community College
P.O. Box 547
Spruce Pine, NC 28777
(704) 765-7351
(704) 765-0728 (fax)

FOR INFORMATION ABOUT:	**WRITE TO:**
Academic Services	Vice President of Academic Services
Adult Basic Education (ABE)/ GED/Adult High School Programs	Director, Basic Skills Program
Business Office	Vice President for Administrative Services
Continuing Education	Vice President of Academic Services
Learning Resources Center	Director, Learning Resources Center
Management Information Services (MIS)	Director, MIS

Academic Services .... Vice President of Academic Services
- Academic Policies & Procedures
- Curriculum Faculty
- Curriculum Programs

Adult Basic Education (ABE)/
GED/Adult High School Programs .... Director, Basic Skills Program
- Adult Enrichment Program
- Adult High School Program
- Adult Preparatory Program
- Basic Skills Program
- GED Program
- Learning Laboratory

Business Office .... Vice President for Administrative Services
- Auxiliary Services
- Bookstore/Snackbar
- Parking Permits
- Payments/Refunds
- Payroll
- Personnel
- Sex Equity/Single Parent
- Student Insurance

Continuing Education .... Vice President of Academic Services
- Avery Learning Center, P.O. Box 94, Newland, NC 28657
  (704/ 733-5883)
- Small Business Center, MCC Campus
  (704/ 765-7351)
- Yancey Learning Center, 118 N. Main St., Burnsville, NC 28714
  (704/ 682-7315)

Learning Resources Center .... Director, Learning Resources Center
- Appalachian Room
- Audio Visual Services
- Interlibrary Loan
- Public Services

Management Information Services (MIS) .... Director, MIS
- Data Collection and Reporting

Phillips-Gwaltney Child Development Center (CDC)
(704/ 765-1401) .... Director, CDC

- Child Care Services

President's Office .... President

- General Matters

Research, Development
and Publications .... Vice President of Research and Development

- Community Services
- Graphic Design
- Mayland Community College Foundation
- Public Information/ Public Relations
- School Publications
- Social Events
- Surveys

Student Options for Achievement
and Retention (S.O.A.R.) Program .... Director of S.O.A.R. Program

- Assistance for Students with Disabilities
- Basic Skills Development
- College Transfer Assistance
- Counseling Services
- Free Tutoring and Peer Advising

Student Services Office .... Vice President of Student Services

- Admissions and Registration
- Counseling Services
- Employability Services
- Financial Aid
- Orientation
- Placement Testing
- Student Guidelines and Policies
- Student Records
- Transcript Assistance
- Transfer Assistance
- Veteran's Affairs

EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION POLICY

The Board of Trustees, administrators, faculty and staff of Mayland Community College recognize and accept their responsibility for the development of equal employment opportunities that do not discriminate against any employee, applicant or student because of age, race, color, religion, sex, national origin or handicap and will take affirmative action to insure that applicants will be employed and personnel actions will be taken during employment without regard to these factors.

Trustees, administrators, faculty and staff of Mayland Community College, in fulfilling the purpose of the College, pledge themselves to a policy of conducting activities of the school in a manner affording equal opportunity to all students and employees within the College. In recognition of this policy, the College pledges:

A. To apply equally the standards and policies of the College.
B. To insure that appropriate resources of the College are available to all, regardless of age, race, color, religion, sex, national origin, handicap or political affiliation.
C. To recruit and employ qualified faculty and staff at all levels and in all departments of the College solely on the basis of criteria related to effectiveness within the College, and to maintain standards of employment consistent with normative job requirements.
D. To provide remuneration on the basis of equal pay for tasks involving equal skills, effort, responsibilities and performance under similar working conditions.
E. To extend to all employees continuing opportunities to equip themselves for advancement within the College, and to insure that advancement is based on individual performance and task requirements.

In addition to a commitment to equal employment opportunity, the College is also committed to a policy of affirmative action. Mayland Community College has established the goal that the proportion of minorities and women should be equal to their proportionate representation in the relevant labor markets for faculty, administrative, professional and non-academic positions. The College's Board of Trustees and President shall oversee the plan of action set forth herein. The College President shall oversee and monitor the implementation of this plan through the Affirmative Action Officer in cooperation with all faculty and staff through the College.

Affirmative action and equal educational opportunity are viewed as integral parts of the mission and purpose of the College.

This catalog contains a current description of Mayland Community College. It may be changed from time to time to carry out the purposes and objectives of the College. Important changes in fees, dates, programs and policies will be publicized to the student body and reflected in the next issue of the catalog and the catalog addendum.

COLLEGE CALENDAR
1995-96

SUMMER QUARTER 1995

June 12—Monday	Registration Day
June 13—Tuesday	Faculty Workday
June 14—Wednesday	First Day of Classes
June 20—Tuesday	Last Day to Register/Drop/Add
July 4—Tuesday	Independence Day Holiday
July 10-14—(Monday-Friday)	Advising Week
July 18,19—(Tuesday, Wednesday)	Preregistration for Fall Quarter
August 16—Wednesday	Last Day of Classes, Tuesday Classes
August 18—Friday	Graduation Breakfast & Practice
August 20—Sunday	Graduation Exercises

FALL QUARTER 1995

August 31—Thursday	Registration Day
September 1—Friday	Faculty Workday
September 4—Monday	Labor Day Holiday
September 5—Tuesday	First Day of Classes
September 11—Monday	Last Day to Register/Drop/Add
October 9-13 (Monday-Friday)	Advising Week
October 17, 18—(Tuesday, Wednesday)	Preregistration for Winter Quarter
November 10—Friday	Veteran's Day Celebration (Classes will be held)
November 20—Monday	Last Day of Classes
November 23, 24 (Thursday, Friday)	Thanksgiving Holidays

WINTER QUARTER 1995-96

1995

November 27—Monday	Registration Day
November 28—Tuesday	Faculty Workday
November 29—Wednesday	First Day of Classes
December 5—Tuesday	Last Day to Register/Drop/Add
December 20—Wednesday	Last Classes before Christmas Holiday
December 25-29—(Monday-Friday)	College Closed, Christmas Holidays

1996

January 1—Monday	New Year's Day Holiday
January 2—Tuesday	Classes Resume
January 15—Monday	Martin Luther King Jr. Birthday Celebration (Classes will be held)
January 15-19 (Monday-Friday)	Advising Week
January 23, 24—(Tuesday, Wednesday)	Preregistration for Spring Quarter
February 21—Wednesday	Monday Makeup Classes
February 23—Friday	Last Day of Classes

SPRING QUARTER 1996

March 11—Monday	Registration Day
March 12—Tuesday	Faculty Workday
March 13—Wednesday	First Day of Classes
March 19—Tuesday	Last Day to Register/Drop/Add
April 5—Friday	Easter Holiday
April 15-19 (Monday-Friday)	Advising Week
April 23, 24—(Tuesday, Wednesday)	Preregistration for Summer Quarter
May 27—Monday	Memorial Day Holiday
May 29—Wednesday	Monday Makeup Classes
May 30—Thursday	Last Day of Classes, Friday Classes

SUMMER QUARTER 1996

June 10—Monday	Registration Day
June 11—Tuesday	Faculty Workday
June 12—Wednesday	First Day of Classes
June 18—Tuesday	Last Day to Register/Drop/Add
July 4—Thursday	Independence Day Holiday
July 15-19 (Monday-Friday)	Advising Week
July 23, 24—(Tuesday, Wednesday)	Preregistration for Fall Quarter
August 14—Wednesday	Last Day of Classes, Thursday Classes
August 16—Friday	Graduation Breakfast & Practice
August 18—Sunday	Graduation Exercises

FALL QUARTER 1996

September 2—Monday	Labor Day Holiday
September 3—Tuesday	Registration Day
September 4—Wednesday	Faculty Workday
September 5—Thursday	First Day of Classes
September 11—Wednesday	Last Day to Register/Drop/Add
October 14-18 (Monday-Friday)	Advising Week
October 22, 23—(Tuesday, Wednesday)	Preregistration Days for Winter Quarter
November 11—Monday	Veteran's Day Celebration (Classes will be held)
November 20—Wednesday	Last Day of Classes
November 28, 29 (Thursday, Friday)	Thanksgiving Holidays

WINTER QUARTER 1996-97

1996

December 2—Monday	Registration Day
December 3—Tuesday	Faculty Workday
December 4—Wednesday	First Day of Classes
December 10—Tuesday	Last Day to Register/Drop/Add
December 20—Friday	Last Day of Classes before Christmas Holiday
December 23–27 (Monday-Friday)	College Closed, Christmas Holidays
January 1—Wednesday	New Year's Day Holiday

1997

January 2 —Thursday	Classes Resume
January 20—Monday	Martin Luther King, Jr. Birthday Celebration, Classes Will Be Held
January 20-24—(Monday-Friday)	Advising Week
January 28, 29—(Tuesday, Wednesday)	Preregistration for Spring Quarter
February 27—Thursday	Tuesday Makeup Classes
February 28—Friday	Last Day of Classes, Wednesday Classes

SPRING QUARTER 1997

March 17—Monday	Registration
March 18—Tuesday	Faculty Workday
March 19—Wednesday	First Day of Classes
March 25—Tuesday	Last Day to Register/Drop/Add
March 28—Friday	Easter Holiday
April 21-25—(Monday-Friday)	Advising Week
April 29, 30—(Tuesday, Wednesday)	Preregistration for Summer Quarter
May 26—Monday	Memorial Day Holiday
June 4—Wednesday	Monday Makeup Classes
June 5—Thursday	Last Day of Classes, Friday Classes

SUMMER QUARTER 1997

June 16—Monday	Registration
June 17—Tuesday	Faculty Workday
June 18—Wednesday	First Day of Classes
June 24—Tuesday	Last Day to Register/Drop/Add
July 4—Friday	Independence Holiday
July 21-25—(Monday-Friday)	Advising Week
July 29, 30—(Tuesday, Wednesday)	Preregistration for Fall Quarter
August 20—Wednesday	Last Day of Classes, Friday Classes
August 22—Friday	Graduation Breakfast and Practices
August 24—Sunday	Graduation Exercises

MAYLAND COMMUNITY COLLEGE

HISTORY

Mayland Technical Institute was approved by the 1971 session of the General Assembly of North Carolina upon recommendations of the State Board of Education, the Advisory Budget Commission and the Governor. The recommendations and approval were based upon the work by local citizens of the Tri-County area—Mitchell, Avery, and Yancey Counties (hence its name MAYland). Located in the Blue Ridge Mountains of Western North Carolina, Mayland is one of fifty-eight institutions in the North Carolina Community College System.

On December 3, 1979, the Institute was formally renamed Mayland Technical College by the Institute Trustees and the Boards of County Commissions of Mitchell, Avery, and Yancey Counties.

On January 1, 1988, the College was formally renamed Mayland Community College by the College Trustees and the Boards of County Commissions of Mitchell, Avery, and Yancey Counties.

The College also operates the Small Business Center located on campus, as well as, the Avery County Learning Center located in Newland and the Yancey County Learning Center located in Burnsville.

COLLEGE MISSION AND GOALS STATEMENT

Mayland Community College, located in the Blue Ridge Mountains of Western North Carolina, has a commitment to technical, vocational, general education and continuing education and operates under the "Open Door" policy of the North Carolina Department of Community Colleges. Mayland Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree, diploma and certificate.

The Mission of Mayland Community College is to serve the adult population of Mitchell, Avery and Yancey Counties by providing a continuum of educational resources to enable students to meet their current learning needs, high quality educational programs that will prepare people for employment or that will transfer to other institutions of higher learning and opportunities to improve the standards of living and the quality of life of residents of the participating counties.

In keeping with the mission of Mayland Community College, the Board of Trustees, staff and faculty have adopted the following goals. To:

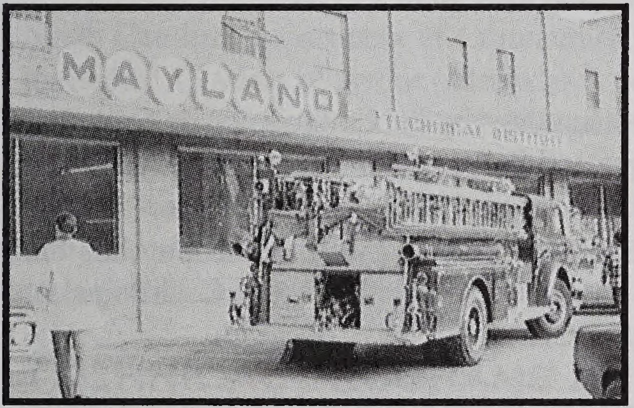
1. Provide effective, efficient instructional/academic programs and modify them as necessary in order to meet the identified needs of the people served.
2. Provide effective support services which assist and enable students to achieve their educational goals.

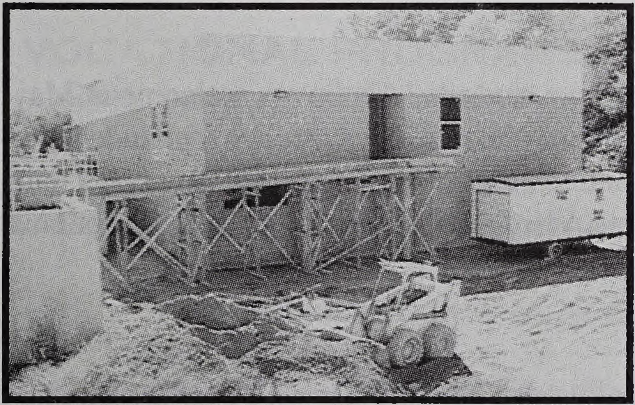
3. Provide an effective teaching and learning environment conducive to the achievement of each student's maximum potential.
4. Reach out to the community through special programs for the traditionally underserved, as well as provide cultural activities for the entire community.
5. Foster partnerships and support economic development through productive interactions with advisory committees, school systems, businesses and industries, civic groups and public and private non-profit agencies.
6. Provide comprehensive faculty-staff development programs designed to strengthen the communication skills and educational background of all faculty and staff.
7. Foster the positive institutional image and sense of college pride through open communications, college activities, public relations and marketing.
8. Maintain an efficient management system through data collection, planning and evaluation designed to improve college operations and effectiveness.
9. Provide appropriate facilities and equipment for all on-and-off campus classes and activities.
10. Continue to assess and evaluate the role of the college in addressing changing community needs.

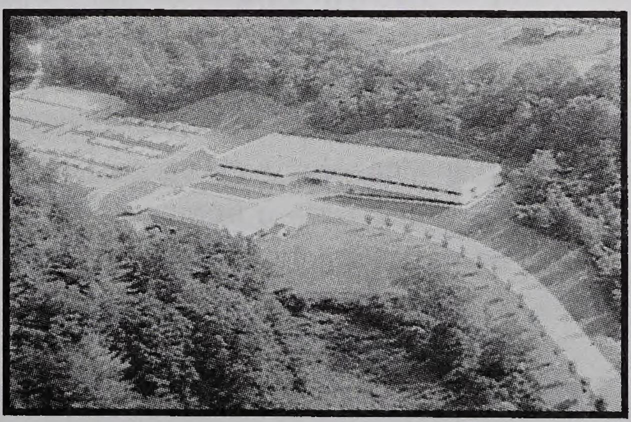
The Mayland Community College Mission and Goals Statement is predicated upon the following values:

1. The administration, faculty and staff are committed to excellence and to promoting an attitude of excellence throughout the College.
2. Mayland's reason for being is to provide its students with the best possible education. Maintaining a sense of service to students, the public and our own colleagues will help us provide the best.
3. Decisions will be based on data gathered from as many sources as possible, within and outside the institution, which are relevant to the issues being considered. Diverse ideas on ways to solve problems are encouraged.
4. As a public institution, Mayland is accountable for the resources received, the wise use of these resources and the monitoring of activities in ways that demonstrate accountability. We develop goals consistent with our mission and keep our focus on these goals.
5. The importance of all employees is recognized through appropriate involvement in planning and decision-making, the encouragement of responsible and creative risk-taking, the recognition and rewarding of exceptional performance, the providing of professional development and the encouragement of open, honest communications.

GENERAL INFORMATION







GENERAL INFORMATION

The main campus of Mayland Community College is located on Highway 19E, two miles east of Spruce Pine. The College also operates learning centers in facilities located in Burnsville and Newland.

ACCREDITATION

Mayland Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree, diploma and certificate. In addition to this comprehensive accreditation, the Associate Degree Nursing Program has been accredited by the North Carolina State Board of Nursing, and the College has been accredited by the N.C. Criminal Justice Education and Training Standards Commission.

EVENING AND OFF-CAMPUS OFFERINGS

The College is fully operational both night and day. Students pursuing a degree and working can fit coursework around their work schedule and in some programs can complete all work toward a diploma or degree by attending only in the evening. The College also has an extensive off-campus program that includes both credit and non-credit courses. Many of these are offered to community organizations, businesses and industries.

VETERANS

All degree and diploma programs and the Adult High School Diploma courses are approved for Veterans Administration educational assistance.

VISITORS

Visitors, and in particular prospective students, are always welcome at Mayland Community College. Group tours may be scheduled through the Student Services Office (765-7351.) Members of the Student Services Staff will conduct tours and answer questions about programs. Visitors must register with the receptionist upon arrival to campus and park in visitors' slots.

OFFICE HOURS

Administrative offices are normally open Monday through Friday from 8:00 a.m. to 5:00 p.m. In addition, the Student Services Office is open until 7:30 p.m. Monday through Thursday evenings and a representative of the Business Office is available until 9 p.m. Monday through Thursdays.

Office hours of instructors are posted on their office doors at the beginning of each quarter.

ACADEMIC POLICIES AND PROCEDURES

ADMISSION REQUIREMENTS

Mayland Community College operates under the “Open Door” policy of the North Carolina Department of Community Colleges. Instruction is open to any individual 18 years of age or older who is not presently enrolled in high school. Individuals between 16 and 18 years of age may be admitted to appropriate courses at Mayland Community College in accordance with North Carolina General Statutes and the North Carolina Administrative Code for Community Colleges. Admittance requirements include joint approval of high school and Mayland Community College officials.

TECHNICAL PROGRAMS AND THE COLLEGE TRANSFER PROGRAM

Requirements for admission to programs leading to an associate degree, technical diploma or certificate:

1. High school graduation or state-approved equivalent education.
2. Transcripts from high school and post-secondary institutions attended. A student without a transcript by the end of the first quarter of enrollment will not be eligible to enroll for the following quarter.
3. Completion of the MCC Computerized Placement Test (CPT) for students taking courses requiring reading proficiency, English and/or mathematics.

VOCATIONAL PROGRAMS

Requirements for admission to vocational programs leading to a diploma:

1. High school graduation or a state-approved equivalent education or approval of an MCC advisor.
2. Transcripts from high school and post-secondary institutions attended. Students without transcripts by the end of their first quarter of enrollment will not be eligible to register for the following quarter.
3. Completion of the MCC Computerized Placement Test (CPT) for students taking courses requiring reading proficiency, English and/or mathematics.

ASSOCIATE DEGREE NURSING PROGRAM

The requirements for Associate Degree Nursing are (1) Admission is based on a competitive ranking system process; (2) Students must possess a high school diploma or GED certification; (3) Students must meet minimum scores on the Computerized Placement Test (CPT) or demonstrated competence; (4) Students must make acceptable scores on the Psychological Service Bureau Exam; (5) Students must have freedom from any physical or emotional disability that would prevent the applicant from performing the normal duties of a nurse; (6) Applicants who have been convicted of a felony should talk with the department chair.

BASIC LAW ENFORCEMENT TRAINING (BLET)

The requirements for admission to Basic Law Enforcement Training are (1) Students must be a US citizen; (2) Students must possess a high school diploma or GED certification and; (3) Students must pass a physical exam. Please see the BLET school director prior to enrollment in BLET.

TRANSFER STUDENTS/CREDIT

Students may be admitted with advanced standing by transfer from accredited colleges and universities and from previous programs taken at Mayland Community college. Transfer students must be eligible to return to the last institution attended. If the student is admitted, his or her record will be evaluated to determine the amount and type of credit to be transferred. However, at least one-fourth of the credit required for a degree must be completed at Mayland Community College. Any exceptions will be made by the president.

NON-DEGREE STUDENTS

Students who plan to take one or more courses, but not pursue a degree, will be admitted after completing the application form and completion of the MCC Computerized Placement Test for those taking courses requiring proficiency in reading, English and/or mathematics.

READMITTANCE

Expelled or suspended students may be readmitted at a subsequent quarter by the admissions committee, appointed as needed by the Vice President of Student Services. Grounds for expulsion or suspension are found in the student conduct code located in the student handbook.

ADULT HIGH SCHOOL PROGRAMS AND OTHER CONTINUING EDUCATION PROGRAMS

Admission to these programs is granted to any person 18 years of age or older who shows an interest in enrolling in the programs and the desire to profit from the instruction. Persons 16 years to 18 years of age can enroll in these programs through either the dual-enrollment program or through the high school drop-out referral program. Both of these programs require the approval of the student's high school officials.

NOTE TO STUDENTS WITH DISABILITIES

Federal law prohibits Mayland Community College from making preadmissions inquiries about disabilities. Information regarding a disability, voluntarily given or inadvertently received, will not adversely affect an admission decision. If a student requires special services such as an interpreter or taped textbooks because of a disability, he/she should notify the director of S.O.A.R. at least six weeks in advance. This information will allow the college to prepare appropriate support services to facilitate learning. This information will be kept in strict confidence and has no effect on admission to the college.

FOREIGN STUDENTADMISSION

A student wishing to apply for admission as a foreign student should first make arrangements through the American consulate in his own country to take the test of English as a foreign language (TOEFL). Applicants will not be considered until a satisfactory score is received. Educational records, including transcripts, must be translated into the English language and must contain course titles, grades and an explanation of the marking system. Also, foreign applicants must submit an official certification that adequate funds are at the applicant's disposal to meet education and living expenses. Financial aid through the school is not available to foreign students. In addition, foreign applicants must meet all admission requirements as stated in this catalog.

ADMISSION PROCEDURES

Those wishing to enroll in any curriculum offered by Mayland Community College should:

1. Obtain an application form from the Office of Student Services or from a local high school guidance office.
2. Submit the properly completed application form, including health appraisal form for programs requiring it.
3. Request that transcripts of previous educational experiences be sent directly to the Records Analyst.
4. Take the MCC Computerized Placement Test (CPT). This is not an entrance exam. Its purpose is to determine proper course selection in math, English and reading courses.

AUDITING COURSES

Students who wish to audit courses must follow regular registration procedures. They will be admitted to class only if there is room after students taking the course for credit are admitted. Audits are to be declared and noted during the first 5 days of the quarter. After the drop/add period, a course designation may not be changed from credit to audit or from audit to credit.

Auditing students are charged the same tuition rates credit students are charged but do not receive credit for courses audited. They are expected to observe all attendance and other regulations. Hours taken through audits will not be included in determining enrollment status or eligibility for financial assistance.

EXPENSES

In keeping with its mission, Mayland Community College provides educational opportunities at the least possible cost. Tuition and fees are due at the beginning of each quarter and must be paid at the time of registration.

***Tuition per Quarter**	**N.C. Resident**	**Out-of-State Resident**
Full-time students		
12 quarter hours	159.00	$1290.00
13 quarter hours	172.25	1397.50
14 or more quarter hours	185.50	1505.00
Part-time students (per quarter hour)	13.25	107.50
** Activity Fee (students registered for 6 or more credit hours)	(Fall) 10.00 (W, Sp.) 9.00	(Fall) 10.00 (W, Sp.) 9.00
(students registered for 1-5 credit hours)	6.50	6.50

* Charges for tuition are subject to change as determined by the North Carolina state legislature. Charges based on 1994-95 figures.

** A portion of the activity fee covers student parking fees and graduation expenses. Charges based on 1994-95 figures.

Tuition per Quarter (continued)	**N.C. Resident**	**Out-of-State Resident**
School Accident Insurance (required of all students regardless of number of credit hours)	1.50	1.50
Processing Fee (charged only for late registration)	5.00	5.00

North Carolina residents age 65 and older, high school students, prisoners and students enrolled in the Adult High School Diploma Program are not required to pay tuition or activity fees. These students may be required to purchase student accident insurance for certain courses. Students preparing to take the General Education Development Tests for a high school equivalency certificate do not pay tuition, activity fee or insurance. However, a $7.50 fee is required to take the GED exam.

BLET—CJC 100 students are exempt from tuition if they meet requirements set forth in the North Carolina Administrative Code—Chapter 12, sections 9 and 10.

OTHER EXPENSES

• Books and Supplies: The cost of books and supplies varies greatly from program to program, and from one quarter to another, nursing textbooks being the costliest. Generally, this cost will be $40 for a used textbook to $60 for a new textbook. Therefore, book prices could range from $200 to $270 per quarter. All books that are still in use by the instructor(s) can be sold back to the Mayland Community College Bookstore at the end of each quarter at a reduced rate.

- Cosmetology Program: Cosmetology students will be required to purchase a basic kit, white uniforms and shoes, a name tag, a mannequin, a hair dryer, a marcel iron and Pivot Point books. The total cost of these items will be approximately $500.00.
- Physical Education: Courses may require a special fee to defer the cost of equipment and facility rental.
- Associate Degree Nursing Program: Students in the Nursing Program will be required to buy uniforms, shoes, professional liability insurance, achievement tests, photocopying, provide transportation to clinical sites and pay additional graduation expenses. Approximately $2,500-$3,000 will be required to pay total costs, except transportation.
- Equipment Maintenance Charges: In order to help offset the high maintenance costs of computers and other electronic equipment, students taking courses utilizing this equipment will be charged $1.00 per credit hour, not to exceed a maximum of $5.00 per quarter. This charge is not for the purchase of consumable supplies such as computer paper and floppy disks normally used by the student.

REFUNDS

- Tuition refund/credit procedure is established by the North Carolina Administrative Code and is subject to revision. Additional required costs to students must be approved by the Mayland Community College Board of Trustees but may be enacted at any time. Announcements of additional charges or changes in cost will be made prior to registration periods.)
- Students properly withdrawing from courses before the 30% point of the course are eligible for partial tuition refund upon request (not including fees or books). For more information stop by the Student Services Office.
- Tuition refunds will not be considered for tuition of five dollars ($5.00) or less, except if a course or curriculum fails to materialize, in which case all the student's tuition shall be refunded.
- No refund of activity fee will be made unless a course fails to materialize.
- If a student officially withdraws from the institution before the end of the quarter and the reasons for the withdrawal are found excusable by the Vice President of Student Services, the student may be allowed credit for unrefunded tuition and fees if he/she applies for readmission during any of the next four calendar quarters and petitions in writing to be allowed such credit.

INSURANCE

All curriculum students (full-time and part-time) are required to purchase insurance to cover accidents associated with school activities. This group insurance costs an average of $1.50 per quarter, subject to yearly assessment.

Students may file an insurance claim by completing a form available from the Coordinator of Personnel Services.

RESIDENCY

To qualify as a North Carolina resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and must have maintained that legal residence for at least twelve months prior to his/her classification as a resident for tuition purposes. Every applicant for admission will be required to make a statement as to his/her length of residency in the state and may be asked for additional information to support a residency claim. Each student will be classified by the Records Analyst as either a resident or non-resident of North Carolina. A student may appeal his/her residency classification to the Vice President of Student Services within 30 days of the decision.

STUDENT FINANCIAL AID

CONSUMER INFORMATION

Mayland Community College seeks to provide financial assistance to students who otherwise would not be able to continue their education. The types of aid available include scholarships, grants, part-time work and student loans. All students are encouraged to apply for financial assistance. Counselors in Student Services are available to advise and assist students in applying for financial aid.

Student eligibility for financial assistance is determined by the free application for Federal Student Aid and the Mayland Community College Scholarship application. All information received in the MCC Financial Aid Office will remain confidential. Awards are made according to federal, state and local regulations and are determined by subtracting the total family contribution from the total educational cost. Information submitted may be subject to documented verification.

The school reserves the right to review and make adjustments to awards if the student becomes overawarded, if the student's resources change, or if there are other changes in the student's financial need.

Students in default of a student loan or repayment of a grant cannot be awarded financial aid under Title IV Federal Regulations.

Students receiving financial assistance are required to demonstrate academic progress. Mayland Community College requires that a student maintain satisfactory academic standards as well as earn a minimum of 27 credit hours per academic year when enrolled as a full-time student, 18 credit hours per academic year when enrolled as a three-quarter student, and 9 credit hours per academic year when enrolled as a half-time student.

Students who lose their financial aid may re-establish their eligibility by completing 6 credit hours in a quarter with a 2.00 GPA without the benefit of financial assistance.

Financial Aid awards are not made on the basis of any handicap, race, color, sex or national/ethnic origin.

SATISFACTORY PROGRESS STANDARDS FOR FINANCIAL AID

The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education to establish minimum standards of "satisfactory progress" for students receiving aid. For the purpose of maintaining consistency among all students receiving financial aid administered by the College's MCC Financial Aid Office, these standards are applicable to all financial aid programs including all federally sponsored Title IV programs.

DEFINITION OF SATISFACTORY PROGRESS: To receive initially or continue to receive financial aid, a student must demonstrate satisfactory progress as defined in the College's GPA requirements for academic progress and meet the following conditions: The maximum enrollment time frame for the curriculum must not be exceeded. The maximum enrollment time frame for this purpose is defined as the equivalent of twice the number of academic quarters, as outlined in the College catalog, required of full-time students to complete a curriculum.

PROCEDURES: The specific procedures to be used in applying the satisfactory progress standards are outlined below:

1. Satisfactory progress will be evaluated prior to each payment period on a quarterly basis. (Exception: For the Guaranteed Student Loan, Supplemental Loans for Students and PLUS Loan Programs, evaluation will be completed prior to certification of the loan application.)
2. Grades of "F", "I", "WF", "W", "WP" and "Y" will not qualify as successful completion of credit hours attempted.
3. Repeated courses for which the student initially received a grade of "I" and was paid will not qualify for repayment. Likewise, courses repeated which were previously completed with an "A" will not qualify for repayment.
4. Audited classes are not counted in the number of hours to be considered when determining enrollment status for Pell Grant calculation and other financial aid.
5. Transfer credits from other post-secondary institutions will not be used to determine satisfactory progress.
6. Except for courses in English as a Second Language, no more than one year's worth of non-credit or reduced credit remedial coursework will qualify for payment.
7. A student who fails to demonstrate satisfactory progress as defined will forfeit all financial aid awarded and disbursements will be terminated.
8. The maximum enrollment time frame will be prorated for those students who enroll on a half-time or three-quarter time basis.

APPEAL OF FINANCIAL AID TERMINATION: To appeal financial aid termination a student must be able to demonstrate mitigating circumstances. The procedure for appeal is:

1. A student will indicate in writing to the Coordinator of Financial Aid the reasons why satisfactory progress was not met and why financial aid should not be terminated. Documentation to support the appeal is permitted.

2. Within five working days, the Coordinator of Financial Aid will call a meeting of the Financial Aid Committee to review the appeal to determine whether or not termination of aid is justified. The student will be advised of the decision in writing within five working days of the meeting.
3. If the student disagrees with the finding of the committee, the student may file a grievance using the Student Grievance Policy.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY: Should a student lose financial aid eligibility due to not meeting the satisfactory progress definition, termination will continue until the student enrolls for a subsequent academic term at his/her own expense and completes at least six (6) credit hours with a 2.0 GPA.

APPLICATION PROCEDURE

Students applying for all financial aid available (with the exception of scholarships) must file the FAFSA (Free Application for Federal Student Aid). This application will be used to determine eligibility for Federal Pell Grants, Federal College Work-Study, FSEOG, NCSIG and Federal Stafford Loans. There is no fee charged to process this application.

Any student who wishes to apply for a scholarship may complete the MCC Scholarship Application.

All applications for financial aid are available in local area high school guidance offices and in the MCC Financial Aid Office.

TYPES OF AID

FEDERAL PELL GRANT PROGRAM

The purpose of the Federal Pell Grant is to provide eligible students with a foundation of financial aid for post-secondary education. Any student working toward a degree may be eligible for the grant, which ranges from $400-$2300, depending on the number of quarters attending, the number of credit hours and the Effective Family Contribution calculated by the Department of Education.

FEDERAL COLLEGE WORK-STUDY PROGRAM

This aid is intended to provide eligible students employment to assist in paying their expenses to attend college. The MCC Financial Aid Office endeavors to assign the student to work in an area related to intended career objectives.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

This grant is for students demonstrating exceptional need to meet their cost of education. Because the FSEOG funds are limited, the student should file a FAFSA as soon as possible.

NORTH CAROLINA STUDENT INCENTIVE GRANT

Students with exceptional financial need may receive a NCSIG. The deadline for consideration of the NCSIG is March 15.

FEDERAL STAFFORD LOANS

Federal Stafford Loans, with no repayment until after graduation or cessation from college, are financed by state, federal and private funding sources. Results of the FAFSA determines eligibility for these loans.

SCHOLARSHIPS

A number of scholarships are available at MCC, and eligibility requirements vary. Scholarship information is available in the MCC Financial Aid Office. Scholarship applications should be completed and returned to the MCC Financial Aid Office.

OTHER AID AVAILABLE

VOCATIONAL REHABILITATION

Students with exceptional need may be eligible for financial assistance under the provisions of U.S. Public Law 565. Prospective students who feel they may qualify for this aid should contact the nearest office of the North Carolina Department of Vocational Rehabilitation.

NORTH CAROLINA DIVISION OF VETERANS AFFAIRS SCHOLARSHIPS

These scholarships are available to children of certain deceased, disabled or POW/MIA veterans. For further information, the student should contact the Veterans Service Officer in his/her home county or the Veterans Benefits Coordinator at Mayland Community College.

VETERANS ADMINISTRATION BENEFITS

Most curriculum programs offered by the College are approved for Veterans Administration educational assistance benefits. Veterans, dependents of veterans and war orphans may be eligible for VA benefits.

For further information and assistance in establishing eligibility for educational benefits, the student should contact the Financial Aid Coordinator.

CHILDCARE PROJECT

Eligible students are those who meet income guidelines and are enrolled part-time or full-time in either a vocational or technical program. Childcare assistance covered by this program must be provided by a registered/licensed home or center.

SEX EQUITY FUNDS

To be eligible, a student must be enrolled in a curriculum that has fewer than 25% enrollment of his/her same sex. Funding is available for tuition, books, supplies, uniforms, travel reimbursement and childcare in a licensed/registered home or center.

JOB TRAINING PARTNERSHIP ACT (JTPA.)

The goal of the JTPA program is to assist adults in finding gainful employment or to assist youths (age 16-21) in increasing their level of academic achievement in preparation for employment.

The Job Training Partnership Act can help students learn the skills necessary for a career. Qualified students can be provided assistance for class tuition, fees, books, materials and other services. JTPA serves women seeking non-traditional employment and high school dropouts seeking their GEDs. Among the qualifications are:

- Low Income
- Stamps
- Have a Disability
- Pregnant Youth (16-21)
- Receive AFDC and/or Food
- JOBS Program Participant
- Displaced Homemaker

In addition, job search and placement assistance is provided through the HRD program.

BUDGET INFORMATION

The following are estimated student expenses for a nine-month school year.

	Single Dependent Commuter	**Married Self-Supporting**
Tuition and Fees	*604.00	*604.00
Books and Supplies	750.00	750.00
Housing	654.00	1444.00
Food	600.00	600.00
Personal	300.00	300.00
Transportation	890.00	890.00
Total	$3798.00	$4588.80

**Add $4554.30 for out-of-state tuition; child care allowance: $240 per month each child.*

SCHOLARSHIPS

The following scholarships are currently offered at MCC.

Attorney John Peterson Family Memorial Scholarship—The recipient must have completed GED requirements at Mayland Community College, show academic promise and have financial need.

Avery County Board of Elections Scholarship—The recipient is an Avery County resident and is selected by the Board of Elections.

Avery County Medical Society Scholarship—The recipient is an Avery County resident who demonstrates promise in the field of nursing.

Avery County Scholarship—The recipient of this scholarship must be an Avery County resident planning to enroll full-time.

Anabelle Bergner Memorial Scholarship—This scholarship recipient must be a Mitchell County resident in the Nursing Program and must plan to work at the Spruce Pine Hospital for a specified period of time.

Blue Ridge Hospital System—This scholarship is awarded on the basis of recommendations of the nursing department—Spruce Pine Hospital Administration.

Brad Ragan Scholarship—Two recipients are chosen from each of our three service counties annually. Priority is given to students with high academic achievement and promise.

Buck Stove Scholarship—This scholarship is awarded on the basis of need, academic performance or potential and full-time enrollment in a curriculum program at MCC.

Carolina Power and Light Company Community College Scholarship—To be considered for this scholarship, a student must be a North Carolina resident living in the CP & L service area.

W.R. "Pete" Deal Scholarship—This scholarship is awarded on the basis of high academic promise and need.

Dent Memorial Scholarship—This scholarship is awarded to a male student with academic promise who is generally from Mitchell County.

Tracy Lynn Edwards Scholarship—The recipient must show academic potential and is selected by the MCC S.O.A.R. Program.

Ben W. and Dixie Glenn Farthing Scholarship—Two scholarships are available on the basis of need to nursing students from Avery, Mitchell, Watauga or Yancey Counties who will work in one of these counties upon graduation.

Friends of HOSA—The recipient is chosen by the HOSA organization and is awarded to nursing students

Virginia Foxx Scholarship—This scholarship is available to a female student who has demonstrated excellence in academic achievement.

J.W. Gilbert—Students in technical fields are eligible to apply for this scholarship.

Grandfather Golf and Country Club Scholarship—Recipients of these scholarships are either employed by or sponsored by the Grandfather Golf and Country Club.

Grandfather Highland Games Scholarship—Recipients of these scholarships are either employed by or sponsored by Grandfather Mountain.

Elisha Honeycutt Scholarship—This scholarship is awarded on the basis of academic performance or potential and full-time enrollment in a curriculum program at MCC.

E-H Ingram Scholarship—The student must be a resident of one of the three counties of the service area, have financial need and show academic promise.

C.D. Lawson Endowed Scholarship—This scholarship is awarded to a student who has academic promise and financial need.

Little Switzerland Homemaker's Club—The recipient is selected by the Little Switzerland Homemaker's Club. The scholarship pays for tuition and fees.

MCC Bookstore, MCC Snack Bar, MCC SGA, MCC College Transfer—Scholarship assistance is given to needy students who show promise. One scholarship is given by each MCC group.

Mayland Community College Foundation Scholarships—These scholarships are made available by interested citizens, businesses and civic organizations. There is an annual award of a Foundation Scholarship to a graduating senior from each of our service area high schools to enroll in MCC following graduation. Foundation Scholarships are awarded to eligible students demonstrating academic potential and financial need. The MCC Foundation endeavors to provide scholarships to all students who qualify.

McClure Foundation—The James G. K. McClure Educational and Development Fund provides scholarships to academically promising and financially deserving students from Western North Carolina. Evidence of Christian character, participation in extracurricular activities and service to others are also considered. Applications are available in the MCC Financial Aid Office or in high school guidance offices.

Mitchell/Yancey Medical Society Scholarship—The recipient of this scholarship must be either a Mitchell or a Yancey County resident in the Nursing Program.

Neighbors Helping Neighbors Scholarship—The recipient must be an Avery County resident and is selected by the Neighbors Helping Neighbors Board in Avery County.

North Carolina Community College Scholarship—Twelve of these scholarships are awarded each year to MCC students. Eligibility is based on North Carolina residency, academic potential and financial need.

Nurse Scholars Program—Scholarships are awarded on the basis of recommendations from the Nursing Program.

Mary Ohle Scholarship—This endowed scholarship is awarded to an academically gifted and financially needy nursing student.

Nunzio and Dollie Palmieri Scholarship—This memorial scholarship is awarded to a female student excelling in her area of study.

Philanthropic Education Organization, Chapter T—Grants and loans are made available to financially needy female students who have chosen to return to college to enhance a career change.

Presbyterian Mayland Fellowship Scholarship—The recipient is selected by members of the First Presbyterian Church of Spruce Pine.

Sam and Verdie Ray Scholarship—The recipient of this scholarship is a graduating senior from Avery High School and has participated in the ROTC Program there.

RN Scholarship—Funds for these scholarships are made available by an anonymous donor. The recipients are nursing students excelling in their area of study.

Rotary Club Nursing Scholarship—This scholarship is awarded to a nursing student on the basis of need and promise. The recipient is generally a Mitchell County resident.

Southern Bell Telephone & Telegraph Community College Scholarship—This scholarship is available to a North Carolina resident. Selection priority is given to applicants whose job skills have become obsolete because of economic recession in their job fields.

Spruce Pine Junior Women's Club Scholarship—The recipient must be a Mitchell County female age 25 or older and is selected by the Spruce Pine Junior Women's Club.

Spruce Pine Kiwanis Club Scholarship—Sponsors four students annually. Students must be residents of Mitchell County and demonstrate academic potential.

Spruce Pine Women's Club Scholarship—The recipient of this scholarship must be a Mitchell County female excelling in her course of study.

St. Bernadette Catholic Church—Promising Avery County students are eligible for this scholarship.

St. Lucien's Catholic Church Scholarship—This scholarship is awarded to a financially needy student with academic promise.

Toyota Scholarship—This scholarship is awarded on the basis of need to a student in the Auto Body Repair program.

Wachovia Technical Scholarship—This scholarship, sponsored by the Wachovia Bank of North Carolina, is available to a student in either the Electronics Engineering Technology program or the Microcomputer Systems Technology program. Award of this scholarship is based on academic potential as well as financial need.

Jean Welch Scholarship—This endowed scholarship is awarded to a cosmetology student who demonstrates excellence in the MCC Cosmetology Program.

Yancey Medical Society Scholarship—Awarded to a Yancey County resident in the Nursing Program.

Juanita Young Scholarship—An endowed scholarship which is awarded to a student in the Nursing Program.

A number of other scholarships are made available on a yearly basis. For information, contact the MCC Financial Aid Office.

Scholarship application forms are available in the MCC Financial Aid Office and in high school guidance offices.

ENROLLMENT INFORMATION

REGISTRATION

Curriculum students are expected to register for courses on the day specified on the calendar in the front of this catalog. A $5.00 processing fee will be charged if a student registers after this date.

ADVISOR SYSTEM

Every student who applies for admission is assigned to a faculty advisor within the department the student plans to enter. The student is notified of the identity of his/her advisor in the registration instruction letter sent to new students at the beginning of each quarter.

The faculty advisor is available to assist the student in planning a program of studies and registering for classes at the beginning of each quarter.

The student is encouraged and may be required to seek out his/her faculty advisor as a continuing source of help while he/she is enrolled at Mayland Community College.

COURSE LOAD

Students enrolled for 12 or more quarter hours are classified as full-time students. Normal course loads will vary from one curriculum to another and from one quarter to another. Normal course loads are outlined, by department, in this catalog. Students must have the permission of their advisor and the Vice President of Academic Services in order to carry more than 18 credit hours in the College Transfer Program, 21 credit hours in Technical Programs or 25 credit hours in Vocational Programs. Students in Associate Degree Nursing are exempt from this maximum load.

SCHEDULE CHANGES

Students may change their schedule of classes during the drop-add period (5 class days after registration day) without academic penalty. After the drop-add period, students who drop a course will be given a grade of "WP" or "WF," at the discretion of the instructor according to the quality of the student's performance. To add a course after the drop-add period, a student must secure the approval of the instructor involved.

To make a schedule change, a student must:

1. Obtain drop-add form(s) from the Student Services or Registrar's Office.
2. Complete the form(s) and secure the necessary signatures.
3. Return completed form(s) to the Registrar's Office.

COURSES REPEATED FOR CREDIT

When a course is repeated, the last grade recorded is the final grade for the course, and only the last hours attempted are counted in computing total credit hours and in determining the student's grade point average. Courses with earned grades of C or better may be repeated only by special permission from the instructor and the Vice President of

Academic Services. Students receiving Veterans Benefits may repeat only failed courses to receive payment for the class.

COURSE SUBSTITUTIONS

Course Substitutions involve only courses taken in the same discipline and for at least the same credit hours. Students may request a course substitution which must be approved by the advisor, the department chair and the Assistant Vice President of Academic Services. After the approval process, course substitutions are sent to the Registrar.

REMOVAL OF INCOMPLETES

An "I" or "Incomplete" grade indicates that a student has done passing work in a course but because of unusual circumstances, the student failed to complete some portion of the required work. Unless this incomplete is removed before the end of the succeeding quarter, the "I" will automatically be changed to an "F." This removal period can be extended only by the Vice President of Academic Services. In the absence of the instructor, the department chair will set the criteria for the removal of an "I" grade.

TRANSFER OF CREDITS

Credits transferred from another school may be substituted for MCC courses if the content of the courses to be transferred is substantially the same as that of the required courses. At least one-fourth of the credit required for a degree, diploma or certificate must be completed at Mayland Community College. Any exceptions will be made by the President.

Credit from another school with a grade below a "C" will not be accepted.

Credit for previous educational experiences that happened more than seven (7) years before the date of enrollment is not automatic but may be granted by the Registrar, in consultation with the department chair.

Credits earned at another institution will not be considered in the computation of a student's grade point average.

PROCEDURES FOR TRANSCRIPT EVALUATION

1. An official transcript of post-secondary credits earned will be requested by the student to be released to MCC.
2. The Registrar will evaluate all transcripts of previous education according to the above stated policies.
3. Courses determined by the Registrar to be applicable to the MCC credits will be recorded on his/her permanent record and designated as transfer credit(s). In questionable cases, the Registrar will consult the department chair(s).
4. A copy of the student's Transcript Evaluation Form listing the transfer credit will be sent to the student, the student's advisor and—when applicable—the Coordinator of Veterans Affairs.

TRANSFER OF CREDITS TO OTHER SCHOOLS

Credits earned in curriculum programs may frequently be transferred to other colleges and universities. Students planning to transfer to another institution prior to or after completing a degree program at Mayland should consult a counselor in Student Services to determine the transferability of courses from Mayland to another institution.

Students planning to transfer should obtain a catalog from the institution to which they intend to transfer. By working closely with advisors and counselors at Mayland and the institution to which the student is transferring, students can maximize the likelihood of receiving credit for Mayland courses at another institution.

RELEASE OF TRANSCRIPTS

In accordance with the Family Educational Rights and Privacy Act of 1974, an official transcript of an academic record will be released by the Registrar to a third party only upon receipt of a written request from the student—owner of the record. A transcript labeled "Student Copy" will be furnished directly to the student. Students should allow a reasonable time for the Registrar to respond to transcript requests.

Mayland Community College's Privacy of Student Education Records Policy is published in the Student Handbook.

PROFICIENCY EXAMINATIONS

Credit for past experience and/or education may be allowed if a student can demonstrate, by examination, the level of proficiency required in a particular course. The student has the responsibility of demonstrating to the department head prior to enrolling in the class or within the first five school days of a quarter that a proficiency exam is proper. The test(s) used will always reflect the objectives of the course to be exempted. The department chair has the authority to accept or deny such a request.

The credit will be based on a departmental examination administered at the direction of the chair of the department in which the course is offered. A final determination on credit to be awarded to the student will be made by the Vice President of Academic Services upon receipt of a copy of the proficiency exam and a recommendation from the department head.

After a student has successfully completed an examination and a determination has been made on credit to be awarded, the Vice President of Academic Services will forward to the Registrar a copy of the examination for inclusion in the student's permanent academic record, the course number and the credit to be awarded. That information will be entered by the Registrar on the student's transcript. No quality points will be awarded.

Credit through College Level Examination for Placement (CLEP) scores or high school Advanced Placement (AP) scores will be given on an individual basis. The decision of how many credits and which course(s) can be exempted will be made by the Vice President of Academic Services.

INDEPENDENT STUDY

The completion of courses through independent study is discouraged. The written approval of the Vice President of Academic Services must be obtained before a student will be allowed to register for a course on an independent study basis.

CREDIT FOR EXPERIENTIAL LEARNING

A student may present a file or portfolio of information to the respective department chair for the purpose of justifying academic credit for past experiences. The department chair will either forward the file or portfolio to the Vice President of Academic Services and recommend the number of academic credits to be awarded or require the student to provide additional information on which to base a decision. A final determination on the credit to be awarded to the student will be made by the Vice President of Academic Services upon receipt of the recommendation from the department chair. All documentation leading to the awarding of credit for experiential learning will be filed with the Registrar. Under no circumstances will more than 25% of the required hours for degree, diploma or certificate be awarded for experiential learning.

CREDIT FOR MILITARY TRAINING

The Guide To The Evaluation of Educational Experiences In The Armed Services" will be used to evaluate military training. The Registrar will consult with the department chair before awarding academic credit.

GRADING SYSTEM

The curriculum student's work is evaluated according to the letter-grade system given below. Course grades are issued at the end of each quarter and recorded on the student's transcript. Grades for courses at 100-level and above will be averaged according to grade point equivalents to determine the student's academic standing. Grades for courses below 100-level will be accompanied with an asterisk (*) and the grades will not be calculated in the determination of the student's overall grade point average for student transcript purposes.

GRADE INTERPRETATION

		Grade Point Equivalent
A	An honor mark assigned for work of highest quality.	4 points per credit hour
B	A mark assigned for work of above average quality.	3 points per credit hour
C	A mark assigned for work of average quality.	2 points per credit hour
D	A mark assigned for work of minimum quality.	1 point per credit hour
F	A mark assigned for work below minimum quality.	0 points per credit hour
I	A special mark used only for students who cannot complete course work because of extreme hardship. The student must present a request for this mark to the respective instructor.	
PR	Indicates that a student passed a proficiency examination to meet the requirements of the course. Not Computed	Not computed
R	Course Repeated	Not Computed
SP	Indicates work of acceptable quality in a course that has not been completed.	Not Computed
WF	Indicates that the student's work is below minimum quality at the time of withdrawal.	0 points per credit hour
WP	Indicates that the student's work is of acceptable quality at the time of withdrawal.	Not Computed
WA	Administrative withdrawal	Not Computed
Y	Audit	Not Computed

ACADEMIC PROBATION

Students are expected to maintain satisfactory academic standards. Students who fail to maintain the cumulative grade point averages stated in the following scale will be notified that they have been placed on academic probation.

Credit Hours Attempted	Minimum Grade Point Average
1-23	1.50
24-31	1.75
32 and above	2.00
Graduation	2.00

A student enrolled in a certificate program with less than 32 total credit hours must achieve a 2.00 or above grade point average by the time 50% of the program's hours are completed.

Students placed on academic probation are required to consult a counselor in the Student Services Office and their academic advisors to develop plans for improving their academic performance.

ACADEMIC SUSPENSION POLICY

Students are expected to maintain satisfactory academic standards. Students who fail to maintain the cumulative grade point averages stated in the following scale will be notified that they have been placed on academic suspension.

Credit Hours Attempted	Minimum Grade Point Average
24-31	0.75
32-47	1.00
48 and above	1.40

A student enrolled in a certificate program with less than 32 total credit hours must achieve a grade point average of 2.00 or above by the time 50% of the program's hours are completed.

Students placed on academic suspension are required to withdraw from school for a least two quarters. Suspended students seeking readmission must petition the Registrar's Office prior to the beginning of the quarter for which readmission is sought. The returning student will return on probation and must receive academic counseling prior to reentrance. For more information, see the MCC Student Handbook.

EVALUATION OF PROGRESS

The academic progress of students receiving educational benefits will be evaluated at the end of each quarter. Benefits will be terminated if the student has not met the credit hour standard at the end of the academic year; or benefits may be terminated earlier if there is no possibility of meeting the standard by the end of the academic year.

Students who lose their benefits because of such unavoidable circumstances as illness or change of work schedule may have them extended by the Financial Aid Committee as long as they meet the G.P.A. and progress standards in the following quarter.

RE-ESTABLISHING BENEFITS

Students who lose their educational benefits may re-establish them by successfully completing six quarter hours at Mayland Community College with at least a 2.00 G.P.A. when not receiving educational benefits.

ACADEMIC HONORS

In recognition of students with outstanding academic records, the President's List, Dean's List and Honors List will be published at the end of each quarter. To qualify for the President's List a student must take a minimum work load of 12 quarter hours credit and maintain a 4.00 grade point average with no "I's". To qualify for the Dean's List, a student must take a minimum work load of 12 hours credit and maintain at least a 3.50 grade point average with no "I's". To qualify for the Honor's List, a student must take a work load of 6-11 hours credit and maintain at least a 3.50 grade point average with no "I's".

REQUIREMENTS FOR GRADUATION

A student is eligible for graduation when he/she (1) has satisfactorily completed all the requirements of the curriculum; (2) has an overall quality point average of 2.0; (3) has met all financial obligations to Mayland Community College; and (4) has completed the appropriate form which indicates the desired date of graduation.

In order for a student to participate in the graduation ceremony, he or she must file appropriate requests by the deadlines set each year by the chief academic officer. This is to ensure that diplomas, programs, etc. may be prepared.

HONORS

A graduating student who has earned an overall quality point average of 3.50 or better on all work completed at Mayland Community College will receive his or her diploma or degree with "honors."

SELECTION OF COMMENCEMENT MARSHALS

Marshals will be selected from the undergraduates who have earned 45 or more credit hours at Mayland Community College at the end of the spring quarter before graduation and who have a quality point average of 3.50 or above. The Chief Marshal will be the participating marshal with the highest G.P.A.

DEGREES, DIPLOMAS AND CERTIFICATES

THE ASSOCIATE IN APPLIED SCIENCE DEGREE (A.A.S.) is awarded to any student successfully completing a two-year technical program.

THE ASSOCIATE OF ARTS DEGREE (A.A.) is awarded to any student successfully completing the two-year College Transfer Program.

A **DIPLOMA** is awarded to the student completing a program of study that is one year or more in length.

CERTIFICATES of course completion are awarded for programs of study less than one year in length.

ADULT HIGH SCHOOL DIPLOMAS are awarded by the cooperating County Board of Education to students satisfactorily completing the Adult High School Program.

ADULT HIGH SCHOOL EQUIVALENCY certificates are awarded by the North Carolina State Board of Education to individuals who make satisfactory scores on the General Education Development (G.E.D.) tests.

STUDENT CODE OF CONDUCT

Mayland Community College's Student Code of Conduct represents values necessary for an open educational community. If a student enrolls at MCC, he/she agrees to abide by this Code. Behavior is subject to federal, state and local laws. Students are expected to perform honest academic work and follow established Mayland Community College policies and procedures. Violation of any of these regulations or laws may result in probation, suspension or expulsion or any action deemed appropriate by the Discipline Committee. The following, which is by no means intended to be all-inclusive, is a list of prohibited behaviors that are disruptive to the educational process:

ACADEMIC DISHONESTY

Academic dishonesty is the deliberate and knowing misrepresentation of academic work. It may be viewed as the use of unauthorized assistance in any work which is to be evaluated, with unauthorized meaning that the instructor would not approve of the form of assistance received and is unaware of its use. Dishonesty is deliberately hiding this assistance from the instructor while knowing that the instructor would not approve of it. Furthermore, if a student knowingly gives unauthorized assistance, he/she is also guilty of academic dishonesty. This includes tests, examinations, papers and homework.

ACADEMIC DISHONESTY: PLAGIARISM

A form of academic dishonesty is plagiarism, which is the use of someone else's information or exact words without properly documenting or identifying that source. Whenever someone else's exact words or other information are used, it must be properly identified and documented. Students should consult their instructors about questions of proper documentation.

ACCESSORY/ACCESSORY AFTER THE FACT

An accessory is being a party to, witness to or having knowledge of any policy violation which is occurring or has occurred without reporting such violations immediately to the proper authorities.

AGGRAVATED ASSAULT

An assault in which there is an intent to inflict injury or an attempt to inflict serious injury which may involve the use of a weapon.

AIDING/ABETTING

Aiding, abetting or conspiring with another person to become involved in prohibited behavior.

ALCOHOL/DRUGS

Possessing, consuming, selling or distributing alcoholic beverages or illegal drugs, being inebriated (drunk) or driving while impaired on campus or at a MCC function off the campus grounds. (See the alcohol/drug policy of the student handbook.)

ASSAULT

An act or movement which conveys an intention to use force of violence or cause physical injury to another person.

DEMONSTRATIONS

The gathering of a group of students for the purpose of a demonstration that is not orderly or peaceful which interferes with the academic process or normal operation of the College.

DISORDERLY CONDUCT

Any disorderly behavior.

FALSE REPORTING

Intentional false reporting of a bomb, fire or any other emergency.

FIREARMS/EXPLOSIVES/WEAPONS

The use, possession or distribution of firearms, explosives, fireworks or knives at any MCC facility.

GAMBLING

Illegal wagering or betting activities.

HAZING

To annoy any student by playing abusive or ridiculous tricks on him/her, to frighten, scold, beat or harass him/her or subject him/her to personal indignity (North Carolina Statute: 14:35).

INDECENT LANGUAGE

Lewd, obscene, indecent, profane and vulgar language in speech, writing, expression or behavior.

LYING

Furnishing false information with the intention of deceiving.

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature (see the Sexual Harassment Policy for more information).

STEALING

Unauthorized taking of property or possessing stolen property.

UNAUTHORIZED ENTRY

Breaking and unauthorized entry into any MCC facility.

VANDALISM

The willful damage to, destruction of or defacement of property.

VERBAL ABUSE OR HARASSMENT

Insulting, taunting or threatening communication; defaming of character; indecent language; verbal assaults; derogatory, sexist or racist remarks; or any behavior that puts another member of the college community or guest in a state of fear or anxiety.

Any infraction of the Student Code of Conduct will be dealt with under the auspices of the discipline procedures as listed in the Student Handbook.

ATTENDANCE

Students are expected to be present and on time for all scheduled classes. Each course has an attendance policy which will be issued to the student at the first class.

The student will be held responsible for all academic requirements regardless of class attendance.

Occasionally, Saturday classes are held in order to make up days missed due to inclement weather.

Students enrolled in mandated law enforcement training must meet attendance requirements as set forth in Title 12 Chapter 9 of the North Carolina Administrative Code.

WITHDRAWING FROM SCHOOL

Students who withdraw from the College during any quarter should first consult with the Student Services Office.

To withdraw from the College, the student will use the following procedures:

1. Complete an exit interview with a counselor.
2. Complete a drop-add form listing each course being dropped and securing the signatures of the respective instructors.
3. Return completed form(s) to the Student Services Office.

PRIVACY RIGHTS OF STUDENTS

The privacy of student records at Mayland Community College is governed by the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). The Registrar shall ensure compliance with the provisions of that act and any other applicable law.

Directory information (a list of student names, addresses and phone numbers) will be published for internal campus use only. Information such as name and program may be used for such news releases as the quarterly Academic Honors List or the graduation list. Students not wanting information released must sign a non-disclosure form on an annual basis. This form is available in the Student Services Office.

No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved except under legal compulsion.

For additional information about their rights, students should consult the Student Handbook or discuss the subject with the Vice President of Student Services.

CAMPUS SMOKING POLICY

As of Fall Quarter 1994, smoking is prohibited in any building on the Mayland Community College campus. It is permitted only is designated areas outside the buildings. For more information on the smoking policy, contact Student Services.

PARKING

Effective September 1992, Mayland Community College enacted traffic and parking regulations that require all vehicles to display a valid parking permit. Also, the regulations require all visitors to register their vehicles with the receptionist. All North Carolina laws related to motor vehicles are enforced in all of Mayland Community College's parking areas.

The registration fee for faculty and staff is $10 per year, which covers each fiscal year from August 31 - August 30. Violators of any of the parking regulations are subject to a $5 citation. Copies of all parking regulations are available in the Bookstore or in the Student Services area.

STUDENT SERVICES

The Student Services Office provides a variety of support services to prospective students and enrolled students as they explore career options and Mayland Community College programs. The mission of Student Services is to develop programming designed to enhance the quality of students' lives and to assist them in their personal and professional development. From pre-admission to post graduation, Student Services seeks to provide and support opportunities designed to develop the student holistically while facilitating their matriculation, persistence and attainment of educational goals.

1. PLACEMENT TESTING & ADMISSIONS ADVISING

All entering curriculum students, not having prior college credits in English or mathematics, will take the Computerized Placement Tests (CPT) through the Admissions Office. The CPT provides information on a student's ability level in reading, English and mathematics and helps determine the appropriate courses in these areas for the student's chosen curriculum. The tests are untimed and administered on our computer. If placement test scores indicate above average skill, a student may be allowed to exempt particular classes. If the scores indicate developmental work is needed, the student may be placed in skill-building courses. Credits for developmental courses do not count toward the required number of credit hours for graduation. If courses have been taken at another college, the CPT may not be needed. Transcripts need to be evaluated by the Registrar before taking the placement test. Special testing is available to students with disabilities. Please contact the Support Options for Achievement and Retention (S.O.A.R.) Office in advance for special testing accommodations.

2. FINANCIAL AID

Financial information and application procedure help are provided. The Coordinator of Financial Aid will provide information and assistance to students applying for the various types of aid described in the Financial Aid section of this catalog.

3. ORIENTATION

An orientation program is conducted by members of the faculty, staff and student body to acquaint the new student with the personnel, regulations, policies and privileges of the College. New students will be notified about the schedule for the program.

4. EMPLOYABILITY SERVICES OFFICE (ESC)

- CAREER COUNSELING—trained counselors are available to assist students in assessing their career interests, establishing career and educational goals, and developing an action plan for achieving these goals. A wide variety of career development resources are housed in the ESC office including video tapes, books, career assessments and computerized career information systems.
- PLACEMENT COUNSELING—trained counselors are available to assist students in preparing their resumes, preparing for job interviews, developing job search strategies and conducting effective follow-up communication with employers.
- JOB PLACEMENT INFORMATION—an Employment Security Commission advisor is available to assist students in getting job information and placements. The JIS (computerized job information system) terminals are located in the ES office area. Students are encouraged to register with the ESC advisor and to utilize the JIS terminals.
- JOB LOCATOR—a job locator is developing contacts and visiting with employers about job possibilities for MCC students throughout the three counties and surrounding areas. All job information is reported to the ESC advisor and made available for JIS for MCC students.
- COOPERATIVE EDUCATION/JOB PLACEMENT—students may choose to enroll in a Cooperative Education course to obtain job experience in his/her chosen field. Credit hours are awarded according to the number of hours worked. More information can be obtained from the Cooperative Education section of this catalog. Job placement services are also provided for students and alumni. Current information on local, state and regional job vacancies is updated weekly.

5. ACADEMIC SUPPORT

The S.O.A.R. Program (Student Options for Achievement and Retention) is an academic support program designed to provide students the opportunity to complete their chosen curriculum by increasing their options for academic success. The program attempts to identify and provide support activities which extend beyond what would normally be offered at the college. First-generation college students, neither of whose parents has a four-year college degree, low income students, or students with physical or learning disabilities qualify for the program. S.O.A.R. is sponsored jointly by Mayland Community College and the U.S. Department of Education, TRIO Programs, Washington, D.C. Services available include:

- BASIC SKILLS DEVELOPMENT —Trained instructors assist students with basic skill development in reading, math and English and provide supplemental assistance in related areas.
- ACADEMIC, PERSONAL, AND FINANCIAL COUNSELING — S.O.A.R. staff can help students develop academic and personal goals. They also give assistance in researching all available financial resources.
- FREE TUTORING/PEER ADVISING —Tutors and Peer Advisors are available to assist students with coursework, give information, provide study skills help or whatever students need to be successful.
- TRANSFER HELP —Eligible students may receive assistance in transferring to four year colleges and institutions. Trips to area colleges, information on possible courses of study and available financial aid are offered.
- ASSISTANCE FOR STUDENTS WITH DISABILITIES —Services such as notetakers, recorded texts, student advocacy, etc. are available to students with disabilities. Students are asked to contact S.O.A.R. prior to registration if such services are needed.

HOUSING

Mayland Community College has no dormitory facilities. Students who wish to live away from home must make their own housing arrangements. The College takes no responsibility for locating or supervising student housing. The Office of Student Services will provide suggestions as to locations of possible housing.

HEALTH SERVICES AND EMERGENCY PROCEDURES

Mayland Community College has no facilities or personnel for medical treatment other than for minor first aid and assumes no financial responsibility for injuries or sickness of students. Students suffering acute illness or injuries requiring more than minor first aid will be referred to the emergency room of Spruce Pine Community Hospital. The student will be responsible for all costs incurred in such treatment. First aid supply kits are located in the kitchen area of the Student Commons, the Science Lab (Room 265), the Auto Body Repair Building, the Public Safety Center, the Electrical Installation/Welding Building, the Industrial Mechanics area of the Vocational Building and the Phillips-Gwaltney Child Development Center.

In the event of an emergency, accident or serious injury, individuals should:

1. Notify the main switchboard operator
2. Notify the MCC Safety Officer, located in the Business Office

The Safety Officer will determine the nature and extent of the emergency, accident or serious injury and take appropriate action.

Students must provide themselves with medical insurance to cover illness and injuries. Accident insurance covering accidents occurring at school or on school-sponsored activities is $1.50 per quarter.

Students are encouraged to use the services of the Health Department in their counties of residence for such purposes as clinics, evaluation, X-rays, inoculations, health information, etc. A schedule of services for each county will be posted in the student center or students may call for information.

Avery County Health Department	733-4971
Mitchell County Health Department	688-2371
Yancey County Health Department	682-6118

Free pamphlets containing information about various health problems are available in the student lounge area.

STUDENT ORGANIZATIONS AND ACTIVITIES

Mayland Community College encourages student participation in extracurricular activities. Such participation plays an important role in leadership development and in the general, social and educational growth of the student.

Student organizations are sanctioned by the Student Services Office and may be given operational funds by that group. All organizations must have an active faculty or staff sponsor. To begin a new organization, a student should talk with the Vice President of Student Services. Refer to the Student Handbook for procedures in establishing student organizations.

STUDENT NURSES' ASSOCIATION

The Student Nurses' Association (SNA) is designed to benefit those enrolled in the Nursing Programs at the college. Some advantages of membership in the SNA include:

- reduced rates on products and services
- rewarding contests and scholarship opportunities
- career launching seminars and services

For more information, see the SNA advisor or any nursing instructor.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association at Mayland Community College is the official voice of the student body. As such, it not only represents the students but also works with SGA Advisors to provide social, educational/cultural, recreational and service activities for the school and the community. The SGA President is also an ex-officio member of the College's Board of Trustees.

Regular SGA meetings are held twice monthly. Any interested student or staff member is invited to attend and to participate in the planning of activities. Voting privileges are reserved for senators and officers.

SGA officers are elected, and senators are selected from each curriculum program in accordance with the organization's Constitution. Responsibilities and powers of the SGA are those specified in its Constitution and approved by the College's Board of Trustees. Copies of the SGA Constitution are located in the SGA Office.

PHI THETA KAPPA

The Alpha Pi Kappa Chapter of Phi Theta Kappa is an active part of activities at Mayland Community College. This honor society emphasizes four hallmarks—Scholarship, Leadership, Service and Fellowship. To be eligible, members are required to have a cumulative grade point average of 3.25 and a minimum of 12 quarter hours completed at MCC in courses above the 100 level. New members are inducted during the Fall and Spring Quarters. Leadership conferences sponsored by the Carolinas Region are held annually.

PEER ADVISORS

Peer Advisors offer assistance to fellow students by serving as a resource concerning personal or academic concerns. New students are encouraged to seek out this service in the S.O.A.R. Program office. Peer Advisors are full-time students who have completed at least two quarters of coursework.

CHILD CARE

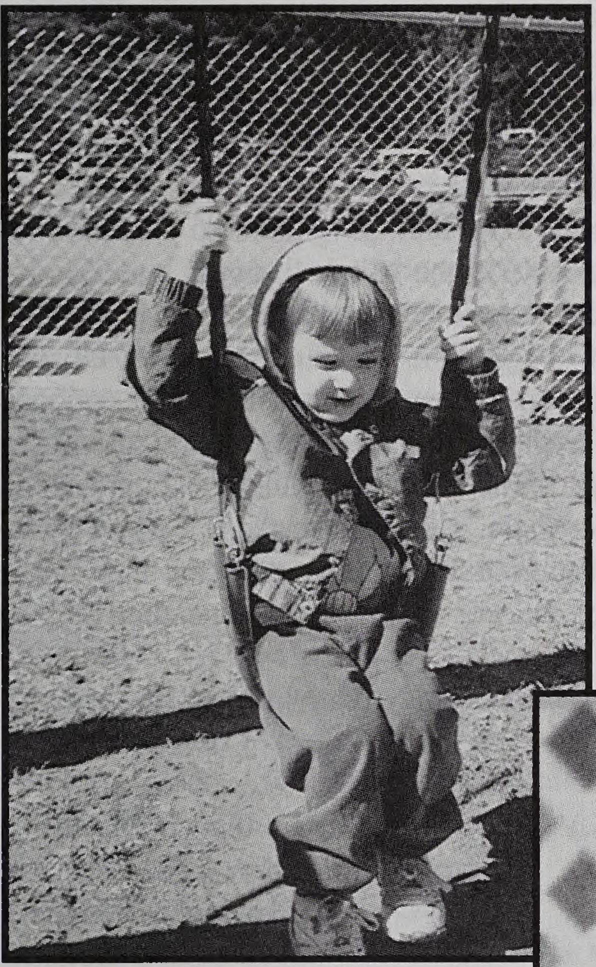
Phillips-Gwaltney Child Development Center, MCC's laboratory school, offers child care for students, staff, faculty, and the community. Student parents have first priority. Children from 3 months to school-age receive a model, high quality developmental program taught by degreed teachers from 6:30 a.m. until 5:30 p.m. The Center has an AA license with the lowest child/staff ratio. Nutritious meals, including breakfast, lunch, and an afternoon snack are served. Various child care subsidy plans are available for student financial assistance through local county departments of social services, JOBS, JTPA, departments of labor, and MCC child care grants. For more information, contact the center at (704) 765-1401.

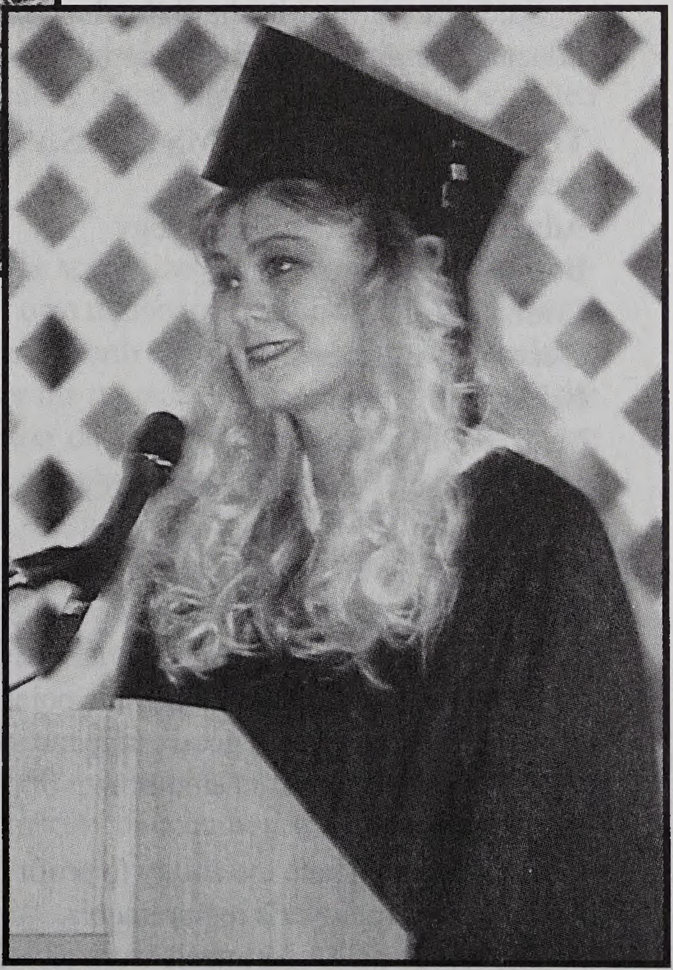
SPORTS

Mayland Community College does not presently participate in intercollegiate athletic competition. Students are encouraged to organize and participate in basketball, softball or other teams that compete in local recreation leagues.

To begin a new sports activity, students may contact the Vice President of Student Services. If student interest is sufficient and a faculty or staff advisor can be secured, the activity may be approved and funded with student activity funds.

EDUCATIONAL RESOURCES





COOPERATIVE EDUCATION

The Cooperative Education Program (Co-op) is a planned academic program designed to provide Technical and Vocational degree-seeking students on-the-job experience. Cooperative Education is designed to integrate the student's classroom theory with actual work experience. Cooperative Education provides students with the opportunity to earn while learning. This employment is related as closely as possible to each student's course of study, individual interests and career objectives. The blend of classroom theory and practical on-the-job training adds a vital "extra dimension" to the learning process.

The major purpose of the Cooperative Education Program is to prepare men and women for positions that are available in the Mitchell, Avery and Yancey County communities. Participating students provide a source of manpower for employers and an avenue to relate the College to the community more effectively. Employment opportunities with business and industry, government or educational organizations are arranged for career exploration, career preparation and skills enhancement. This is done by working part-time or full-time while attending school. This is called the PARALLEL PLAN. There is no limit to the variety of work locations available to Cooperative Education students, even outside the three counties. A student may earn a maximum of 6 elective credit hours depending on his/her major.

Students enrolled in the following curricula may participate in Cooperative Education with faculty advisor approval:

TECHNICAL PROGRAMS (A.A.S.)

Accounting
Administrative Office Technology
Business Administration
Criminal Justice
Electronics Engineering
Industrial Management
Medical Office Technology
Microcomputer Systems Technology

VOCATIONAL—DIPLOMA

Electrical Installation & Maintenance
Industrial Maintenance
Welding

To be eligible to participate in the Cooperative Education and Internship Program, students must meet the following requirements:

1. Have completed one quarter (12 credit hours) of college work.
2. Have a minimum 2.0 grade point average (GPA) overall and otherwise be in good academic standing.
3. Have completed a minimum of two courses in major area of study.
4. Demonstrate the ability to profit from the experience and meet the employer's requirements.

The Academic Departments work closely with the Employability Services Office to provide listings of part-time, full-time, vacation and summer jobs, work-study on campus and regional employment opportunities throughout the United States. Also available (in conjunction with HRD) are information and assistance in preparing resumes, interview techniques and writing letters to seek employment. HRD offers a 15 hour class on "Job Preparedness" at least once each quarter.

THE LEARNING RESOURCES CENTER

The Learning Resources Center acts as both an instructional support system and an information network. Services are provided not only to the faculty, staff and students of Mayland Community College, but also to any resident of Avery, Mitchell and Yancey Counties. Resources include both print and non-print materials, production services, audio visual equipment and workshops/orientations.

The LRC is located on the second floor of the Administration/Classroom Building. Weekly hours are 8:00am-9:00pm from Monday-Thursday and 8:00am-5:00pm on Fridays. It is in operation every day that Mayland Community College is open and has reduced hours during quarter breaks.

The collection is automated through an integrated library system and is organized using the Library of Congress classification system. Most books circulate for a four-week period. Non-print materials circulate for one week.

INTERLIBRARY LOAN

If a patron is in need of materials not in the collection, the LRC may borrow these from other libraries through an online interlibrary loan system. At times a fee is charged to the LRC which is passed along to the patron. Most requests are filled within one to six weeks.

APPALACHIAN ROOM

The Appalachian Room contains three specialized collections of materials pertaining to genealogy in general and our own region in particular. These collections are: Genealogy, Appalachian Studies and North Carolina. Materials are available for the novice researcher as well as for the more experienced one. Although the materials from the Genealogy collection do not circulate, selected books from both the North Carolina and Appalachian Studies collections may be borrowed.Due to the value of the material in this area, the door is kept locked, but the circulation desk attendant is available to let patrons in and give limited assistance. Microfilm to supplement research in the genealogy area is available on interlibrary loan. Students and patrons need to check the circulation desk for details.

TELECOMMUNICATIONS

A satellite receive system is available for use in teleconferences telecourses and other educational purposes. The community is encouraged to make use of this capability.

AUDIO VISUAL SERVICES

Audio Visual Services provides equipment and originally-produced learning materials to support the curricula at Mayland Community College. The staff is available to assist with production and equipment questions. AV equipment is available for checkouts by faculty, staff and other qualified patrons. Please check in Audio Visual Services, located in the Learning Resources Center, for assistance. Reserving needed equipment is highly recommended.

OTHER INFORMATION

- Orientations are conducted for new students and are recommended for the most efficient use of materials and facilities. If special assistance is needed, please check with the circulation desk attendant to have time blocked off for a particular need.
- A security system has been installed to insure the proper checkout of all LRC materials.
- A photocopier is located near the circulation desk. The person on duty is available to assist patrons in its use and to collect money owed for copies.

CONTINUING EDUCATION

GENERAL INFORMATION

An important function of the College is to provide a variety of courses for the continuing education of adults. The development of these courses is based upon the needs and interests of the professional, business, industry, civic and cultural communities.

Continuing Education promotes the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Courses and programs are offered that allow adults to achieve their fullest potential in our ever-changing world of knowledge, skill and understanding. The diversity of these programs ranges from basic reading and writing skills to vocational and technical upgrading to cultural and personal enrichment.

CLASS LOCATIONS

While some classes are held on the Mayland Community College campus, others are conducted or may be organized in surrounding communities or within particular businesses or industries throughout Mitchell, Avery and Yancey Counties.

ADMISSION

Admission to continuing education classes is open to individuals 18 years of age or older. Individuals less than 18 years old who are high school graduates or whose high school class has graduated may also enroll in Continuing Education courses. High school juniors and seniors, sixteen years of age and older, may enroll with permission from high school officials. There are no formal education requirements for most Continuing Education courses. Individuals interested in attending Continuing Education courses may register by attending the first class. Preregistration is required for some classes. Applicants are accepted on a "first-come, first-served" basis.

CLASS SCHEDULE

Classes are normally scheduled on a quarterly basis with new classes beginning each September, December, March and June. Special seminars and industrial courses may be scheduled to begin at any time appropriate for the company and Mayland Community College.

Courses last an average of 6 to 11 weeks, depending on the nature of the course. However, some classes are offered on a short-term basis and some may continue up to 17 weeks. Information about classes is released regularly through the local news media. Quarterly schedules are published and distributed by the College.

MINIMUM ENROLLMENT REQUIRED

Normally, a course will be offered when a minimum of ten persons enroll for the subject. The College reserves the right to cancel any course when an insufficient number of people register.

CLASS HOURS

The majority of Continuing Education courses are offered one or two evenings per week. Courses may meet for one to four hours per evening. Special extension, industrial and seminar programs may be scheduled at the convenience of the participants and college.

FEES

For most Continuing Education courses, there is a $5 to $35 registration fee. In compliance with North Carolina Statutes, however, this fee may be waived for selected individuals. The registration fee is waived for all enrollees in Adult Basic Education. Also, North Carolina residents 65 years old or older are exempt from registration and tuition fees - with the exception of self-supporting classes. Other costs in Continuing Education classes may include textbooks and/or equipment and tools. Registration fees are subject to change contingent upon action by the N.C. General Assembly.

CONTINUING EDUCATION UNITS (CEU)

The Southern Association of Colleges and Schools, of which Mayland Community College is an accredited member, has recommended that the Continuing Education Unit (CEU) be used as the basic instrument of measurement for an individual's participation in non-credit classes, courses and programs. The CEU is a unit measure; one CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

Continuing Education Units are formally awarded for courses that are applicable to professional certification, license renewal and many professional and occupational upgrading courses.

OCCUPATIONAL EXTENSION COURSES

The College offers many vocational, technical and business courses in Continuing Education. The primary objectives of these courses are to: (1) provide adults additional skills and/or knowledge applicable to the present occupation; (2) provide training for occupations in which skill and knowledge requirements are undergoing transition due to technological advances in equipment, materials, and machines; and (3) provide assistance to area business and industry in meeting their manpower needs through specialized courses.

Occupational upgrading courses are available in each of the following areas.

- BUSINESS and MANAGEMENT courses are available to a wide variety of business organizations and for those in administrative, management, sales and secretarial occupations.

- FIRE SERVICE training is offered in fire fighting techniques for members of municipal, volunteer and industrial fire brigades.

- HEALTH OCCUPATIONS programs have been established for persons seeking additional medical, allied health and nursing knowledge and skills. All levels of courses from paraprofessional to professional are offered.

- LAW ENFORCEMENT courses have been designed for upgrading both experienced and recently employed policemen, law enforcement officials and security personnel.

- MANAGEMENT AND SUPERVISORY DEVELOPMENT courses are offered to improve supervisory and management techniques for beginning and experienced personnel.

- TECHNICAL courses are available for upgrading the knowledge and skills of persons working in the numerous technical and paraprofessional occupations.

- VOCATIONAL UPGRADING courses are designed for persons working in skilled and semi-skilled occupations. Information concerning course offerings may be obtained by calling the Continuing Education Offices at 765-7351 (Mitchell County), 733-5883 (Avery County) or 682-7315 (Yancey County).

OCCUPATIONAL EXTENSION COURSE STATEMENT

State regulations require that students enrolling in any occupational extension class more than twice within a five year period to pay for the class on a self-supporting basis. The fee for such a class as of April, 1995 is $2.54 per hour or $35.00 per class, whichever is greater. Fees are subject to increase or decrease without notice from MCC. For more information on this regulation, contact the Avery Learning Center at (704) 733-5883; the Yancey Learning Center at (704) 682-7315; or the Mayland Community College Continuing Education Department at (704) 765-7351.

NEW AND EXPANDING INDUSTRY TRAINING

One of the basic objectives of Mayland Community College is to stimulate the creation of more challenging and rewarding jobs for the citizens of our area by providing a customized training service to new and expanding industries.

Subject to minimal limitations, the College, in cooperation with the Industrial Services Division, N. C. Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new employment opportunities in North Carolina.

The purpose of this service is to help a new or expanding industry meet its immediate manpower needs and encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs. No charge is made for these services.

SMALL BUSINESS CENTER

The Small Business Center, located on the main campus, is an educational resource center for existing and prospective small business owners or managers. Individual, private and confidential counseling are arranged for clients who want to start a business or wish to strengthen their existing businesses. Seminars and special workshops dealing with small business topics such as small business start-up, record keeping, taxes, management and technical skills training are held regularly at the main campus and in the field offices in Avery and Yancey Counties. The SBC also makes referrals to other local, state and federal agencies and organizations that assist in business start-up, licensing and management. Services of the SBC are available at little or no expense to the client.

COMMUNITY SERVICES PROGRAM

The Community Services program offers individuals 18 years of age and older short-term courses for self-improvement and academic achievement. Cultural and civic enrichment events are also provided. The program is intended to meet the growing needs and interests of the community. The purpose is to give an individual a chance to pursue special interests and to fill his/her leisure time with worthwhile educational projects. Some of these include conversational foreign languages, local flora, consumer education, flower arranging, creative arts, cake decorating, sign language, ceramics, concerts, special speakers and personal development.

Additional information regarding community services courses or programs may be obtained by contacting the Continuing Education Office at the College.

HUMAN RESOURCES DEVELOPMENT PROGRAM (HRD)

The purpose of the Human Resources Development Program is to train the underemployed adults of the Tri-County area. HRD is a pre-vocational training and placement program funded by the North Carolina General Assembly. HRD training helps clients orient themselves to the workplace through recognition of their abilities and limitations, understanding the effects of their behavior on others, as well as learning problem-solving and communication skills. In addition, HRD provides free services to its clients including job placement assistance, counseling, resumé development and printing and referral.

ENGLISH AS A SECOND LANGUAGE (ESL)

English as a Second Language classes are offered at Mayland through the Basic Skills Program. Beginner, Intermediate and Advanced English are offered. Classes stress everyday life skills which enable the student to be a functioning member of society. Citizenship classes are offered upon request, and all classes are offered on-campus as well as off-campus. Contact the Learning Lab for more information.

INDIVIDUALIZED INSTRUCTION

Mayland Community College offers individualized instruction in reading, English, mathematics and other subjects upon request. The sections below offer the specific descriptions of this instruction. Persons interested in enrolling should consult with an MCC counselor or advisor for the most appropriate placement.

LEARNING LAB

The Learning Laboratory program at Mayland Community College offers students an opportunity to study many subjects at whatever academic level they require. Instructional materials which move gradually from the basic and easily learned knowledge to the more difficult are used. Students may also use computers, filmstrips, cassette tapes, video cassettes and other audiovisual media which make learning easier and more interesting. An instructor is always available to assist and counsel students.

New students may enroll in the Lab any time during the year and may attend any time their daily schedule permits. There is no charge for studying in the Learning Lab. The Lab operates from 8:00 a.m. to 9:00 p.m. Monday through Thursday, and from 8:00 a.m. to 5:00 p.m. on Friday. The Learning Laboratory offers students the opportunity to:

• PREPARE FOR THE GED TEST

The High School Equivalency Program provides an opportunity for adults who did not complete their high school education to prepare for the General Education Development Test (GED). This test enables the adult to demonstrate his/her general education competence and be awarded a certificate recognized and generally accepted as equivalent to a high school diploma.

To receive the GED certificate, a person must have a total standard score of 225 on the GED test with no single test score below 35.

Approximately eight hours are required to complete the entire battery of GED tests. A $7.50 testing fee is required.

- **EARN A HIGH SCHOOL DIPLOMA**

The Adult High School Program is designed for adults who want to finish high school and earn a high school diploma from an area high school. This program is made possible through special arrangements with the Mitchell, Avery and Yancey County Boards of Education. Credit is awarded for units successfully completed in high school; the remaining course(s), upon the approval of the principal and superintendent of the last school attended, may be completed at Mayland. A high school diploma is awarded by the Board of Education in the student's county of residence after he/she completes the requirements for each course and successfully passes the North Carolina Competency Test.

- **REVIEW BASIC SKILLS**

The Basic Skills Program provides the opportunity for adults to develop basic verbal and computational skills necessary to function in employment and in the community. The materials used are designed for adults. Upon completion of the Basic Skills Program, students are encouraged to enroll in either the GED Program or the Adult High School Diploma Program.

- **MAKE UP COLLEGE DEFICIENCIES**

The Adult Preparatory Program provides opportunities for students to build academic skills and acquire background necessary for entrance into post high school courses. An individualized educational plan is designed for each student enrolled in this program.

- **ENHANCE LEARNING WITH SPECIALIZED COURSES**

The Adult Enrichment Program provides opportunities for adults to improve their on-the-job performance and to better themselves through selected courses of general interest. Examples of courses offered through this program are foreign languages, speed reading, math improvement and computer literacy.

- **RECEIVE SUPPLEMENTARY INSTRUCTION**

Adult students who are enrolled in other courses at Mayland Community College or at other educational institutions and desire supplementary instruction may attend the Learning Lab. A variety of learning materials, both traditional and computer-assisted, are available for student use.

CURRICULUM LABORATORY

DEVELOPMENTAL CLASSES

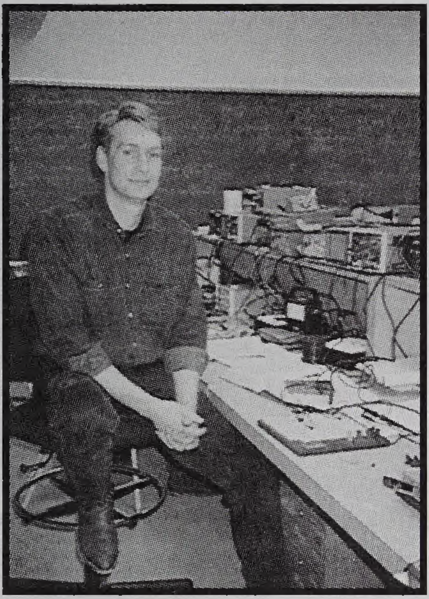
Mayland offers developmental classes in reading, English and math for students who are pursuing a certificate, diploma or degree program and who have completed a high school diploma or GED but lack the academic skills or background to be successful in college-level courses. Students place into these courses by placement test scores and progress in the sequence through either successful completion of each course or retesting into a higher level. Courses numbered 90-93 earn 3 credit hours for 6 contact hours and provide individualized instruction in areas of deficiency. Math 96-99, English 97-99 and Reading 98-99 earn 3 credit hours for 3 contact hours, with each class following a prescribed course of study designed to prepare students for college-level work.

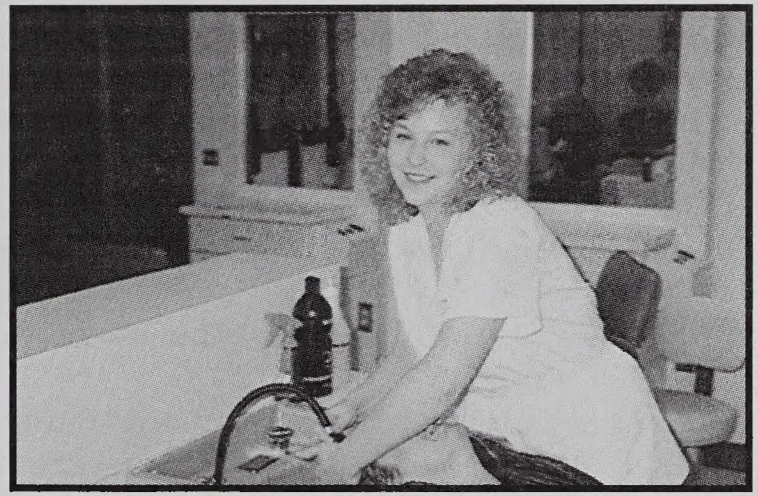
Credit earned in developmental classes count only in computation of course load. Credit does not count toward graduation. Grades earned do not count in the computation of GPA.

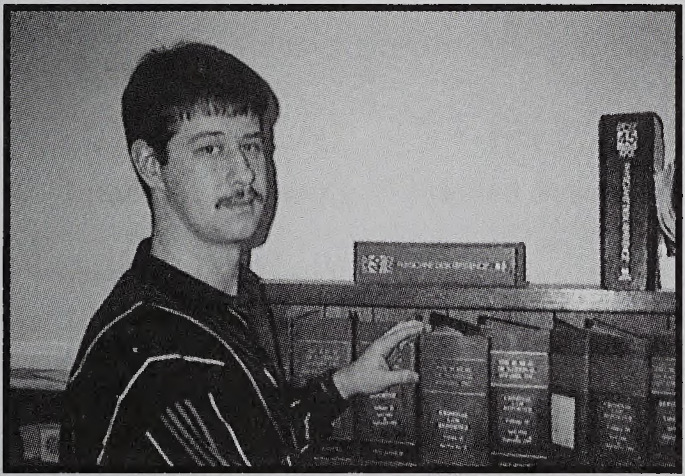
ACADEMIC SKILLS LAB

The Academic Skills Lab, housed in Room 216, provides students free of charge the opportunity to work on particular skill deficiencies outside of and as a supplement to regular classroom activities. Students enrolled in a developmental course as well as any curriculum course may seek help in reading, writing or math. Instructors also may refer students to the Academic Skills Lab for help in identifying and solving problems in these areas. Students may receive one-on-one as well as computer-aided instruction. The software available includes a variety of diagnostic pre- and post-tests with many practices and applications in the three content areas. The hours of the Academic Skills lab may vary by quarter.

CURRICULUM PROGRAMS







CURRICULUM PROGRAMS

Curriculum Programs at Mayland Community College fall into three major categories—College Transfer (A.A. Degree), Technical and Vocational. All programs are listed alphabetically in this catalog. The program code indicates whether the program is (C) College Transfer, (T) Technical or (V) Vocational.

COLLEGE (C) TRANSFER PROGRAM

(Associate in Arts Degree)

The College Transfer Program is designed for students who plan to transfer to a four year institution to continue their formal education for a Baccalaureate Degree. This program also serves the needs of individuals interested in taking some courses for transfer to a senior institution, for personal interest, for additional knowledge and skills needed in their occupations, or to earn the degree to enhance their employability in the work community.

The requirements for graduation with the Associate in Arts Degree (A.A.) are:

1. Complete 64 quarter hours as outlined in the Associate in Arts core curriculum.
2. Complete 32 additional quarter hours from the recommended list of electives for the Associate in Arts Program.
3. Have a minimum of a 2.00 grade point average on the 96 quarter hours of work necessary to meet degree requirements.

TECHNICAL (T) PROGRAMS

(Diploma and Associate of Applied Science Degree)

Courses in Technical Programs are designed to meet the increasing demand for high level skills training. The technical curriculum requires two years for completion when pursued on a full-time basis. All students, regardless of the program, must complete the following requirements for graduation with the Associate of Applied Science Degree (A.A.S.):

1. Complete the prescribed quarter hours of earned credit as outlined in the program pursued.
2. Have a minimum of a 2.00 grade point average.
3. Complete at least one course from each of the following areas: English, the humanities/fine arts, the social/behavioral sciences and the natural sciences/mathematics.

The Technical Programs offered are:

T-016	Accounting
T-030	Administrative Office Technology
T-059	Associate Degree Nursing Program

T-189	Basic Law Enforcement Training
T-018	Business Administration
T-129	Criminal Justice-Protective Service Technology
T-073	Early Childhood Associate
T-045	Electronics Engineering Technology
T-201	General Technical Curriculum Core
T-049	Industrial Management
T-032	Medical Office Technology
T-192	Microcomputer Systems Technology

(Technical Certificate Programs)

A certificate of completion will be awarded to a student who completes the requirements of a certificate program in either Accounting, Administrative Office, Basic Law Enforcement, Business Administration, Early Childhood, Electronics Engineering Technology, General Technology Curriculum Core or Industrial Management.

VOCATIONAL (V) PROGRAMS

(Diploma and Certificate Programs)

Mayland Community College offers various programs in the professions and trades which require one to four quarters to complete. Students may earn either a diploma or certificate depending upon their choice of program. All students, regardless of the program, must complete the following requirements for graduation.

1. Complete the prescribed quarter hours of earned credit as outlined in the program pursued.
2. Have a minimum of a 2.00 grade point average.

The Vocational Programs offered are:

V-001	Automotive Body Repair
V-009	Cosmetology
V-018	Electrical Installation and Maintenance
V-033	Industrial Mechanics
V-072	Nursing Assistant
V-137	Residential Construction (offered upon request)
V-050	Welding

(Vocational Certificate Programs)

A certificate of completion will be awarded to a student who completes the requirements of a certificate program in either Electrical Installation and Maintenance, Residential Construction, Nursing Assistant or Welding.

PRISON PROGRAMS

Mayland Community College offers several vocational programs in the prisons. The students must meet the specific program requirements with a minimum of a 2.0 grade point average to receive a certificate or diploma. Programs presently offered in either the Avery or Yancey County Prisons are Horticulture, Residential Carpentry, Small Engine and Equipment Repair, and Welding.

HUMANITIES

The following is a list of Humanities courses required by designated MCC programs:

ART	101	Art Appreciation	3
ART	151	Fine Arts	5
ART	180	History of Photography	3
ART	194	Philosophy of Art	5
ART	207	Film Criticism	5
ENG	259	+Modern Literature by Women	3
ENG	260	*British Literature I	5
ENG	261	*British Literature II	5
ENG	269	*American Literature I	5
ENG	270	*American Literature II	5
HUM	251	Critical Thinking and Reasoning	5
HUM	257	Appalachian Culture	3
HUM	261	Mass Media and Popular Culture	3
MUS	101	Music Appreciation	3
MUS	160	Jazz Appreciation	3
PHI	151	Ethics for the Professional	3
PHI	251	Introduction to Philosophy	5
REL	251	Old Testament Literature	5
REL	252	New Testament Literature	5
REL	261	World Religions	5

+indicates a prerequisite of ENG 251 or permission of the instructor
*indicates a prerequisite of ENG 251

SOCIAL SCIENCES:

ANY COURSE IN THE FOLLOWING CATEGORIES:

(GEO)	Geography
(HIS)	History
(POL)	Political Science
(PSY)	Psychology
(SOC)	Sociology

COURSES OFFERED FOR OTHER PROGRAMS BY THE GENERAL EDUCATION DEPARTMENT:

		Course Title	Credit Hours
ART	124	Advanced Independent Art Studies	3
ART	180	History of Photography	3
ART	190	Basic Photography	3
ART	194	Philosophy of Art	5
ART	207	Film Criticism	5
AST	151	Descriptive Astronomy	5
BIO	112	Environmental Science	5
BIO	213	Human Genetics	4
BIO	215	Science Field Study	4
BIO	216	Botany I	3
BIO	217	Botany II	3
BIO	218	Zoology I	5
BIO	219	Zoology II	5
BIO	220	Microbiology I	3
BIO	221	Microbiology II	3
BIO	235	Epidemiology	3
BIO	240	Selected Topics in Biology	2
BIO	245	Biotechnology	5
BIO	270	Fundamentals of Anatomy	4
BIO	280	Anatomy & Physiology I	4
BIO	281	Anatomy & Physiology II	4
BIO	282	Anatomy & Physiology III	4
BIO	285	Human Physiology	3
CHM	151	Applied Chemistry for the Health Sciences	5
CHM	251	General Chemistry I	4
CHM	252	General Chemistry II	4
CHM	253	General Chemistry III	4
EGY	120	U.S. Energy: An Assessment	4
ENG	110	Applied Communications	4
ENG	149	Technical Report Writing	3
ENG	150	Documented Paper	3
ENG	151	Composition I	3
ENG	152	Composition II	3

		Course Title	**Credit Hours**
ENG	230	Poetry Writing	3
GEL	151	Introduction to Physical Geology	5
GEL	152	Introduction to Historical Geology	5
GEO	100	Introduction to Geography	3
HIS	231	Genealogy I	3
HIS	232	Genealogy II	3
HIS	240	Topics in History	3
HIS	255	North Carolina History	5
HIS	256	Appalachian History	3
HUM	257	Appalachian Culture	3
HUM	261	Mass Media & Popular Culture	3
MAT	121	Math for Today's Consumer	4
MAT	1100	Applied Mathematics	3
MAT	1101A	Mathematics Fundamentals A	2
MAT	1101B	Mathematics Fundamentals B	2
MAT	1103	Applied Geometry	3
MAT	1104	Applied Trigonometry	3
MAT	1115	Metrics	2
MAT	1120	Construction Math	2
MUS	160	Jazz Appreciation	3
ORI	109	Applied Study Skills	3
ORI	110	Career Decision-making	2
PHI	151	Ethics for the Professional	3
PHY	154	Physics IV: Electricity, Magnetism, & Nuclear Physics	4
POL	251	American Government & Politics	5
PSY	101	Introduction to Psychology	3
PSY	110	Human Growth & Development	3
PSY	117	Child Growth & Development I	3
PSY	118	Child Growth & Development II	3
PSY	119	Child Growth & Development III	3
PSY	151	Addictions	3
PSY	152	Human Sexuality	3
PSY	153	Death & Dying	3
PSY	201	Child Development	3
PSY	202	Adolescent & Adult Development	3
PSY	210	Applied Psychology	3
PSY	220	Introduction to Educational Psychology	3
PSY	241	Abnormal Psychology	3
PSY	260	Selected Topics in Psychology: Intimate Relationships	3
PSY	1101	Human Relations	2
SAF	101	First Aid & CPR	2
SOC	101	Introduction to Sociology	3
SOC	220	Appalachian Sociology	3
SSC	251	Honors Seminar	3

ACCOUNTING (T-016)

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level Accountant positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

ACCOUNTING

Suggested Course Offerings by Quarters for the A.A.S. Degree Candidate Who Plans to Attend Full-time

Suggested Day Course Offerings

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
ACC	151	Principles of Accounting I	3	2	0	4
CAS	100	Introduction to Computers	2	2	0	3
		*Social Science Elective	3	0	0	3
		Major Elective	3	0	0	3
		Free Elective	3	0	0	3
			14	4	0	16
SECOND QUARTER (Winter Quarter)						
BUS	181	Business Law I	3	0	0	3
ACC	152	Principles of Accounting II	3	2	0	4
ENG	151	Composition I	3	0	0	3
		Humanities Elective	3	0	0	3
BUS	262	Finance I	3	0	0	3
MAT	151	College Algebra I	3	0	0	3
			18	2	0	19
THIRD QUARTER (Spring Quarter)						
ACC	153	Principles of Accounting III	3	2	0	4
ENG	152	Composition II	3	0	0	3
BUS	182	Business Law II	3	0	0	3
MAT	152	College Algebra II	3	0	0	3
		Major Elective	3	0	0	3
			15	2	0	16

FOURTH QUARTER (Summer Quarter)

ACC	249	Auditing	3	2	0	4
ACC	145	Computerized Accounting	3	2	0	4
ENG	204	Oral Communications	3	0	0	3
ACC	250	Cost Accounting	3	2	0	4
			12	6	0	15

FIFTH QUARTER (Fall Quarter)

ACC	255	Intermediate Accounting I	3	2	0	4
BUS	234	Management	3	0	0	3
ECO	251	Principles of Economics I	3	0	0	3
MAT	150	Statistics & Probability	3	0	0	3
		Free Elective	3	0	0	3
BUS	271	Business Communications I	3	0	0	3
			18	2	0	19

SIXTH QUARTER (Winter Quarter)

PSY	210	Applied Psychology	3	0	0	3
ACC	260	Income Tax I	3	2	0	4
ACC	256	Intermediate Accounting II	3	2	0	4
ECO	252	Principles of Economics II	3	0	0	3
BUS	272	Business Communications II	3	0	0	3
			15	4	0	17

SEVENTH QUARTER (Spring Quarter)

ECO	253	Principles of Economics III	3	0	0	3
ACC	257	Intermediate Accounting III	3	2	0	4
CAS	107	Spreadsheet Processing	2	2	0	3
ACC	261	Income Tax II	3	2	0	4
		Humanities Elective	3	0	0	3
			14	6	0	17
	TOTAL CREDIT HOURS:					**119**

Major electives are to be selected from: ACC 146, BUS 100, BUS 131, BUS 132, BUS 208, BUS 221, BUS 240, COE 100-103, ISC 102, ISC 113, ISC 232, MKT 240, MKT 241, MKT 242, MKT 245.
*Social Science Elective to be taken from any SOC, POL, HIS or PSY course.

ACCOUNTING CERTIFICATE PROGRAM

REQUIRED		**Credit Hours**
ACC 151	Principles of Accounting I	4
ACC 152	Principles of Accounting II	4
ACC 153	Principles of Accounting III	4
ACC 145	Computerized Accounting	4
MAT 151	College Algebra I	3
MAT 152	College Algebra II	3
CAS 100	Introduction to Computers	3
CAS 107	Spreadsheet Processing	3
BUS 181	Business Law	3
	Elective	6
	TOTAL CREDIT HOURS:	**37**

ELECTIVES: ACC 260, BUS 100, BUS 182, BUS 234, BUS 262, ECO 251

ACCOUNTING DEGREE

Suggested Course Offerings for Night Curriculum

			Credit Hours
FIRST QUARTER (Fall Quarter)			
		Major Elective	3
		Free Elective	3
			6
SECOND QUARTER (Winter Quarter)			
MAT	151	College Algebra I	3
ENG	151	Composition I	3
CAS	100	Introduction to Computers	3
			9
THIRD QUARTER (Spring Quarter)			
ENG	152	Composition II	3
MAT	152	College Algebra II	3
		Humanities Elective	3
			9
FOURTH QUARTER (Summer Quarter)			
ENG	204	Oral Communications	3
MAT	150	Statistics & Probability	3
			6
FIFTH QUARTER (Fall Quarter)			
ACC	151	Principles of Accounting I	4
BUS	234	Management	3
			7
SIXTH QUARTER (Winter Quarter)			
ACC	152	Principles of Accounting II	4
BUS	181	Business Law I	3
			7
SEVENTH QUARTER (Spring Quarter)			
BUS	182	Business Law II	3
ACC	153	Principles of Accounting III	4
		Humanities Elective	3
			10
EIGHTH QUARTER (Summer Quarter)			
ACC	145	Computerized Accounting	4
		Free Elective	3
			7
NINTH QUARTER (Fall Quarter)			
BUS	271	Business Communications I	3
ACC	255	Intermediate Accounting I	4
BUS	262	Finance I	3
			10
TENTH QUARTER (Winter Quarter)			
ACC	256	Intermediate Accounting II	4
BUS	272	Business Communications II	3
			7
ELEVENTH QUARTER (Spring Quarter)			
ACC	257	Intermediate Accounting III	4
PSY	210	Applied Psychology	3
			7
TWELFTH QUARTER (Summer Quarter)			
ACC	249	Auditing	4
		Major Elective	3
			7

THIRTEENTH QUARTER (Fall Quarter)

ECO	251	Principles of Economics I	3
CAS	107	Spreadsheet Processing	3
			6

FOURTEENTH QUARTER (Winter Quarter)

ACC	260	Income Tax I	4
ECO	252	Principles of Economics II	3
			7

FIFTEENTH QUARTER (Spring Quarter)

ECO	253	Principles of Economics III	3
		*Social Science Elective	3
ACC	261	Income Tax II	4
			10

SIXTEENTH QUARTER (Summer Quarter)

ACC	250	Cost Accounting	4
			4

TOTAL CREDIT HOURS: 119

*Social Science Elective to be taken from any SOC, POL, HIS or PSY course.

ADMINISTRATIVE OFFICE TECHNOLOGY (T-030)

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of this program may be employed in offices in private business establishments involved in retailing, marketing, advertising and manufacturing as well as offices in local, state and federal government.

ADMINISTRATIVE OFFICE TECHNOLOGY

Suggested Course Offerings by Quarters for the A.A.S. Degree Candidate Who Plans to Attend Full-time

Suggested Day Course Offerings

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
OSC	101	Keyboarding	2	2	0	3
BUS	100	Introduction to Business	3	0	0	3
CAS	100	Introduction to Computers	2	2	0	3
PSY	210	Applied Psychology	3	0	0	3
		*Social Science Elective	3	0	0	3
		Free Elective	3	0	0	3
			16	4	0	18

SECOND QUARTER (Winter Quarter)

MAT	121	Math for Today's Consumer	4	0	0	4
OSC	102	Document Formatting I	2	2	0	3
BUS	181	Business Law I	3	0	0	3
ENG	151	Composition I	3	0	0	3
OSC	115	Word Processing I	2	2	0	3
		Humanities Elective	3	0	0	3
			17	4	0	19

THIRD QUARTER (Spring Quarter)

OSC	103	Document Formatting II	2	2	0	3
OSC	116	Word Processing II	2	2	0	3
ACC	149	General Accounting	3	2	0	4
ENG	152	Composition II	3	0	0	3
OSC	130	Text Editing Skills	3	0	0	3
CSC	155	PC Operating Systems	3	2	0	4
			16	8	0	20

FOURTH QUARTER (Summer Quarter)

BUS	131	Personal Finance	3	0	0	3
OSC	104	Document Production	2	2	0	3
OSC	112	Machine Transcription I	1	2	0	2
ACC	142	Payroll Procedures	3	0	0	3
		Free Elective	3	0	0	3
			12	4	0	14

FIFTH QUARTER (Fall Quarter)

OSC	113	Machine Transcription II	1	2	0	2
OSC	223	Records Management	2	2	0	3
OSC	120	Microsoft Word for Windows	2	2	0	3
BUS	271	Business Communications I	3	0	0	3
BUS	234	Management	3	0	0	3
		Major Elective	3	0	0	3
			14	6	0	17

SIXTH QUARTER (Winter Quarter)

CAS	107	Spreadsheet Processing	2	2	0	3
OSC	221	Office Procedures & Practices	3	2	0	4
CAS	120	Desktop Publishing	2	2	0	3
BUS	272	Business Communications II	3	0	0	3
CAS	111	Micro-Data Management	2	2	0	3
			12	8	0	16

SEVENTH QUARTER (Spring Quarter)

BUS	247	Presentation Graphics	2	2	0	3
BUS	130	Personal Development	3	0	0	3
ECO	201	Economics	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
		Major Elective	3	0	0	3
			14	2	0	15

TOTAL CREDIT HOURS: 119

MAJOR ELECTIVES: BUS 132, BUS 182, CAS 108, CSC 102, CSC 200, OSC 231, OSC 235.
*Social Science Elective to be taken from any SOC, POL, HIS or PSY course.

ADMINISTRATIVE OFFICE DIPLOMA

FIRST QUARTER (Fall)

OSC	101	Keyboarding	2	2	0	3
PSY	210	Applied Psychology	3	0	0	3
BUS	100	Introduction to Business	3	0	0	3
CAS	100	Introduction to Computers	2	2	0	3
		Free Elective				3
						15

SECOND QUARTER (Winter)

MAT	121	Math for Today's Consumer	4	0	0	4
OSC	102	Document Formatting I	2	2	0	3
OSC	115	Word Processing I	2	2	0	3
CAS	107	Spreadsheet Processing	2	2	0	3
ENG	151	Composition I	3	0	0	3
		Major Elective				3
						19

THIRD QUARTER (Spring)

ACC	149	General Accounting	3	2	0	4
OSC	103	Document Formatting II	2	2	0	3
OSC	116	Word Processing II	2	2	0	3
OSC	130	Text Editing Skills	3	0	0	3
ENG	152	Composition II	3	0	0	3
BUS	130	Personal Development	3	0	0	3
						19

FOURTH QUARTER (Summer)

BUS	131	Personal Finance	3	0	0	3
OSC	104	Document Production	2	2	0	3
ACC	142	Payroll Procedures	3	0	0	3
OSC	112	Machine Transcription I	1	2	0	2
ENG	204	Oral Communications	3	0	0	3
						14

TOTAL CREDIT HOURS: 67

MAJOR ELECTIVES: BUS 181, BUS 247, CAS 108, CAS 111, CSC 102, CSC 155, CSC 200, OSC 113, OSC 120.

*May take without RED.
Co-op work experience may be selected for any free elective hours.

ADMINISTRATIVE OFFICE CERTIFICATE

OSC	101	Keyboarding	2	2	0	3
OSC	102	Document Formatting I	2	2	0	3
OSC	103	Document Formatting II	2	2	0	3
OSC	115	Word Processing I	2	2	0	3
CAS	100	Introduction to Computers	2	2	0	3
CAS	107	Spreadsheet Processing	2	2	0	3
			12	12	0	18

TOTAL CREDIT HOURS: 18

ASSOCIATE DEGREE NURSING (T-059)

The Associate Degree Nursing Curriculum is designed to prepare the graduate to assess, analyze, plan, implement and evaluate nursing care. The graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

The Registered Nurse may be employed in a wide variety of health care settings such as hospitals, long term care facilities, clinics, physician's offices, industry and community health agencies.

Students entering into this program have the option to exit after the fourth quarter, and take the National Council Licensure Examination-Practical Nurse (NCLEX-PN).

Nursing students are eligible to be listed as a Nursing Assistant following completion of the third quarter of the nursing program.

ASSOCIATE DEGREE NURSING

Suggested Course Offerings By Quarters for First Year Candidate Who Plans to Attend Full-Time

Suggested Day Course Offerings

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
NUR	103	Fundamentals of Nursing	6	4	3	9
NUR	108	Gerontological Nursing	3	0	0	3
BIO	280	Anatomy and Physiology I	3	2	0	4
			12	6	3	16
SECOND QUARTER (Winter Quarter)						
NUR	106	Medical Surgical Nursing I	6	2	0	7
NUR	116	Medical Surgical Nursing I Clinical	0	0	12	4
BIO	281	Anatomy & Physiology II	3	2	0	4
PSY	201	Child Development	3	0	0	3
			12	4	12	18
THIRD QUARTER (Spring Quarter)						
NUR	107	Medical Surgical Nursing II	6	2	0	7
NUR	117	Medical Surgical Nursing II Clinical	0	0	12	4
BIO	282	Anatomy & Physiology III	3	2	0	4
PSY	202	Adolescent and Adult Development	3	0	0	3
			12	4	12	18

FOURTH QUARTER (Summer Quarter)

NUR	111	Child Health Nursing	3	2	0	4
NUR	121	Child Health Clinical	0	0	6	2
NUR	112	Maternal Newborn Nursing	3	2	0	4
NUR	122	Maternal Newborn Clinical	0	0	6	2
BIO	285	Human Physiology	2	2	0	3
			8	6	12	15
						(67)

Prerequisite prior to Second Year, if graduated from LPN program over five years ago.

NUR	200	Nursing Transition	2	2	0	3

Suggested Course Offerings By Quarters for Second Year Candidate Who Plans to Attend Full-Time

Suggested Day Course Offerings

FIFTH QUARTER (Fall Quarter)

ENG	151	Composition I	3	0	0	3
NUR	201	Medical Surgical Nursing III	6	2	0	7
NUR	211	Medical Surgical Nursing III Clinical	0	0	12	4
		Humanities or Free Elective	3	0	0	3
			12	2	12	17

SIXTH QUARTER (Winter Quarter)

NUR	202	Mental Health Nursing	4	0	0	4
NUR	212	Mental Health Nursing Clinical	0	0	6	2
ENG	152	Composition II	3	0	0	3
		Humanities or Free Elective	3	0	0	3
			10	0	6	12

SEVENTH QUARTER (Spring Quarter)

NUR	203	Medical Surgical Nursing IV	6	2	0	7
NUR	213	Medical Surgical Nursing IV Clinical	0	0	12	4
ENG	204	Oral Communications	3	0	0	3
			9	2	12	14
						(43)

TOTAL CREDIT HOURS: **110**

AUTOMOTIVE BODY REPAIR (V-001)

DIPLOMA PROGRAM

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised dealers or independent garages or may start their own business.

AUTOMOTIVE BODY REPAIR

Suggested Course Offerings by Quarters for the Diploma Candidate Who Plans to Attend Full-time

Suggested Day Course Offerings

Course Title			Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
AUT	1101	Auto Body Repair I	5	0	15	10
WLD	1130	Auto Body Welding I	1	0	3	2
PSY	1101	Human Relations	2	0	0	2
AUT	1161	Automotive Electrical Systems	3	0	3	4
			11	0	21	18
SECOND QUARTER (Winter Quarter)						
AUT	1102	Auto Body Repair II	5	0	12	9
AUT	1110	Automotive Shop Science	3	2	0	4
ENG	110	Applied Communications	4	0	0	4
WLD	1131	Auto Body Welding II	1	0	3	2
			13	2	15	19
THIRD QUARTER (Spring Quarter)						
AUT	1103	Auto Body Repair III	5	0	12	9
AUT	1111	Auto Body Certification Procedures	3	2	0	4
MAT	1100	Applied Mathematics	3	0	0	3
BUS	1103	Small Business Operations	3	0	0	3
			14	2	12	19
FOURTH QUARTER (Summer Quarter)						
AUT	1104	Auto Body Repair IV	5	0	15	10
AUT	1171	Automotive Detailing	2	0	3	3
			7	0	18	13
TOTAL CREDIT HOURS:						**69**

AUTOMOTIVE BODY REPAIR

Suggested Course Offerings for the Night Curriculum

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
AUT	1101-A	Auto Body Repair I A	2	0	9	5
WLD	1130	Auto Body Welding I	1	0	3	2
			3	0	12	7
SECOND QUARTER (Winter Quarter)						
AUT	1101-B	Auto Body Repair I B	3	0	6	5
ENG	110	Applied Communications	4	0	0	4
WLD	1131	Auto Body Welding II	1	0	3	2
			8	0	9	11
THIRD QUARTER (Spring Quarter)						
AUT	1102-A	Auto Body Repair II A	2	0	6	4
AUT	1161	Automotive Electrical Systems	3	0	3	4
MAT	1100	Applied Mathematics	3	0	0	3
			8	0	9	11
FOURTH QUARTER (Summer Quarter)						
AUT	1102-B	Auto Body Repair II B	3	0	6	5
AUT	1110	Automotive Shop Science I	3	2	0	4
			6	2	6	9
FIFTH QUARTER (Fall Quarter)						
AUT	1103-A	Auto Body Repair III A	4	0	6	6
PSY	1101	Human Relations	2	0	0	2
BUS	1103	Small Business Operations	3	0	0	3
			9	0	6	11
SIXTH QUARTER (Winter Quarter)						
AUT	1103-B	Auto Body Repair III B	1	0	6	3
AUT	1111	Auto Body Certification Procedures	3	2	0	4
			4	2	6	7
SEVENTH QUARTER (Spring Quarter)						
AUT	1104-A	Auto Body Repair IV	3	0	9	6
EIGHTH QUARTER (Summer Quarter)						
AUT	1104-B	Auto Body Repair IV	2	0	6	4
AUT	1171	Automotive Detailing	2	0	3	3
			4	0	9	7
		TOTAL CREDIT HOURS:				**69**

BASIC LAW ENFORCEMENT TRAINING (T-189)

CERTIFICATE PROGRAM

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training—Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission.

Successful completion of this Curriculum certificate program requires that the students satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county and municipal governments in North Carolina. In addition, knowledge, skills, and abilities acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

BASIC LAW ENFORCEMENT TRAINING

COURSE AND HOUR REQUIREMENTS

CJC	100	Basic Law Enforcement Training	16	0	30	26
	TOTAL CREDIT HOURS:					**26**

BLET is offered both day and evening periodically throughout the year.

BUSINESS ADMINISTRATION (T-018)

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

The Business Administration curriculum is designed to prepare an individual for entry into management positions.

The curriculum develops competencies in the application of management principles. Emphasis is placed on skill applications and analysis, critical thinking and decision making techniques, marketing, finance, legal aspects of business, oral and written communications and the utilization of human resources.

Through the development of management competencies, the graduate will be able to function as a contributing member of a management team.

BUSINESS ADMINISTRATION

Suggested Course Offerings by Quarters for The A.A.S. Degree Candidate Who Plans to Attend Full-time

Suggested Day Course Offerings

		Course Title	**Hrs. Class**	**Pr. Lab**	**Wk. Shop**	**Qtr. Hrs. Cr.**
FIRST QUARTER (Fall Quarter)						
		Major Elective	3	0	0	3
ACC	151	Principles of Accounting I	3	2	0	4
CAS	100	Introduction to Computers	2	2	0	3
		*Social Science Elective	3	0	0	3
			11	4	0	13
SECOND QUARTER (Winter Quarter)						
BUS	181	Business Law I	3	0	0	3
ACC	152	Principles of Accounting II	3	2	0	4
ENG	151	Composition I	3	0	0	3
		Humanities Elective	3	0	0	3
MAT	151	College Algebra I	3	0	0	3
			15	2	0	16
THIRD QUARTER (Spring Quarter)						
BUS	182	Business Law II	3	0	0	3
BUS	132	Principles of Supervision	3	0	0	3
ACC	153	Principles of Accounting III	3	2	0	4
MAT	152	College Algebra II	3	0	0	3
ENG	152	Composition II	3	0	0	3
			15	2	0	16

FOURTH QUARTER (Summer Quarter)

ACC	142	Payroll Procedures	3	0	0	3
ACC	145	Computerized Accounting	3	2	0	4
ENG	204	Oral Communications	3	0	0	3
		Major Electives	6	0	0	6
			15	2	0	16

FIFTH QUARTER (Fall Quarter)

MAT	150	Statistics & Probability	3	0	0	3
MKT	241	Marketing	3	0	0	3
ECO	251	Principles of Economics I	3	0	0	3
BUS	271	Business Communications I	3	0	0	3
BUS	234	Management	3	0	0	3
		Free Elective	3	0	0	3
			18	0	0	18

SIXTH QUARTER (Winter Quarter)

ACC	260	Income Tax I	3	2	0	4
BUS	262	Finance I	3	0	0	3
ECO	252	Principles of Economics II	3	0	0	3
BUS	272	Business Communications II	3	0	0	3
		Humanities Elective	3	0	0	3
PSY	210	Applied Psychology	3	0	0	3
			18	2	0	19

SEVENTH QUARTER (Spring Quarter)

CAS	107	Spreadsheet Processing	2	2	0	3
BUS	263	Finance II	3	0	0	3
ECO	253	Principles of Economics III	3	0	0	3
ACC	261	Income Tax II	3	2	0	4
		Free Elective	3	0	0	3
			14	4	0	16

TOTAL CREDIT HOURS: 114

MAJOR ELECTIVES: ACC 249, ACC 250, ACC 255, ACC 256, ACC 257, BUS 131, BUS 208, BUS 221, BUS 240, BUS 245, CAS 111, ISC 102, ISC 219, ISC 232, MKT 240, MKT 242.

*Social Science Elective to be taken from any SOC, POL, HIS or PSY course.

BUSINESS ADMINISTRATION

Suggested Course Offerings for Night Curriculum

FIRST QUARTER (Fall Quarter)			**Credit Hours**
CAS	100	Introduction to Computers	3
		Major Elective	3
			6

SECOND QUARTER (Winter Quarter)

ENG	151	Composition I	3
MAT	151	College Algebra I	3
			6

THIRD QUARTER (Spring Quarter)

ENG	152	Composition II	3
MAT	152	College Algebra II	3
		Humanities Requirement	3
			9

FOURTH QUARTER (Summer Quarter)

ENG	204	Oral Communications	3
MAT	150	Statistics & Probability	3
			6

FIFTH QUARTER (Fall Quarter)

ACC	151	Principles of Accounting I	4
BUS	234	Management	3
			7

SIXTH QUARTER (Winter Quarter)

ACC	152	Principles of Accounting II	4
BUS	181	Business Law I	3
			7

SEVENTH QUARTER (Spring Quarter)

ACC	153	Principles of Accounting III	4
BUS	182	Business Law II	3
			7

EIGHTH QUARTER (Summer Quarter)

ACC	145	Computerized Accounting	4
ACC	142	Payroll Procedures	3
			7

NINTH QUARTER (Fall Quarter)

BUS	262	Finance I	3
BUS	271	Business Communications I	3
			6

TENTH QUARTER (Winter Quarter)

BUS	263	Finance II	3
CAS	107	Spreadsheet Processing	3
BUS	272	Business Communications II	3
			9

ELEVENTH QUARTER (Spring Quarter)

PSY	210	Applied Psychology	3
		Humanities Elective	3
			6

TWELFTH QUARTER (Summer Quarter)

MKT	241	Marketing	3
		Major Elective	3
		Free Elective	3
			9

THIRTEENTH QUARTER (Fall Quarter)

ECO	251	Principles of Economics I	3
BUS	132	Principles of Supervision	3
			6

FOURTEENTH QUARTER (Winter Quarter)

ECO	252	Principles of Economics II	3
ACC	260	Income Tax I	4
			7

FIFTEENTH QUARTER (Spring Quarter)

ECO	253	Principles of Economics III	3
ACC	261	Income Tax II	4
		*Social Science Elective	3
			10

SIXTEENTH QUARTER (Summer Quarter)

		Free Elective	3
		Major Elective	3
			6

TOTAL CREDIT HOURS: **114**

BUSINESS ADMINISTRATION DIPLOMA

Required			**Credit Hours**
BUS	181	Business Law I	3
BUS	182	Business Law II	3
ACC	151	Principles of Accounting I	4
ACC	152	Principles of Accounting II	4
ACC	153	Principles of Accounting III	4
BUS	262	Finance I	3
BUS	263	Finance II	3
ECO	251	Principles of Economics I	3
ECO	252	Principles of Economics II	3
ECO	253	Principles of Economics III	3
ENG	151	Composition I	3
ENG	152	Composition II	3
MAT	151	College Algebra I	3
MAT	152	College Algebra II	3
BUS	132	Principles of Supervision	3
BUS	234	Management	3
BUS	271	Business Communications I	3
BUS	272	Business Communications II	3
		Humanities Electives	6
		Free Electives	6

TOTAL CREDIT HOURS: **69**

This diploma is designed for those individuals who wish to pursue a four-year degree in the Business field. An advisor, along with the institution to which the student plans to transfer, should be consulted as to the transferability of the courses.

COLLEGE TRANSFER PROGRAM

ASSOCIATE IN ARTS DEGREE (C-011)

The College Transfer Program is designed for students who plan to transfer to a four year institution to continue their formal education for a Baccalaureate Degree. This program also serves the needs of individuals interested in taking some courses for transfer to a senior institution, for personal interest, for additional knowledge and skills needed in their occupations, or to earn the degree to enhance their employability in the work community.

Students enrolling in this program should examine the requirements of the senior institution(s) to which they plan to transfer. The senior institutions have different core requirements and knowledge of the requirements is essential in choosing courses in the Mayland Community College Transfer Program. Mayland faculty advisors and counselors are available to assist students in designing their program of studies. It is the responsibility of the student to meet the entrance requirements of the chosen senior institution.

A high school diploma or its equivalent is required for admission to the college transfer program. Students are required to take placement tests in English, Reading, & Mathematics before beginning their studies and may be required to take developmental courses in these subjects should their scores show the need. Credits for the developmental courses do not count toward the 96 credits required for graduation in this program, nor do they count toward the grade point average.

Students who graduated from high school in the Spring of 1990 or later but who did not complete the minimum high school courses required for entrance into one of the sixteen institutions of the University of North Carolina must complete at least thirty-six quarter hours at a community college like Mayland before applying to an institution in the University of North Carolina System. In the transfer program at Mayland Community College, the courses which satisfy this entrance requirement are nine quarter hours from each of the four areas:

ENGLISH: ENG 250 and 251
MATHEMATICS: MAT 151, 152 and 153
NATURAL SCIENCE: BIO 251, 252 and 253 or
PHY 151, 152 and 153
SOCIAL SCIENCE: 9 quarter hours from at least 2 areas in the Social Sciences.

The curriculum in the College Transfer Program includes courses in English, the humanities, natural sciences, mathematics, fine arts, history, social sciences, speech, computer science and physical education.

The Associate in Arts Degree (A.A.) is awarded upon successful completion of program requirements. Annual follow-up studies performed by the University of North Carolina System show that community college transfer students are generally very successful in their studies at senior institutions.

COLLEGE TRANSFER PROGRAM

Suggested Course Offerings By Quarters for the A.A. Degree Candidate Who Plans to Attend Full-Time

Suggested Day Course Offerings

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
HIS	151	Western Civilization I	5	0	0	5
SOC	251	General Sociology or Elective	5	0	0	5
PED	101	Physical Fitness Concepts	2	0	0	2
		Elective	5	0	0	5
			17	0	0	17
SECOND QUARTER (Winter Quarter)						
ENG	250	Expository Writing	5	0	0	5
HIS	152	Western Civilization II	5	0	0	5
		Elective	5	0	0	5
			15	0	0	15
THIRD QUARTER (Spring Quarter)						
ENG	251	Literary Forms & Criticism	5	0	0	5
ENG	204	Oral Communications	3	0	0	3
		Electives	7	0	0	7
		PED Activity Elective	0	2	0	1
			15	2	0	16
FOURTH QUARTER (Summer Quarter)						
Student should choose required or elective courses not taken in the preceding quarters.						
FIFTH QUARTER (Fall Quarter)						
BIO	251	General Biology I	3	2	0	4
ENG	260	British Literature I	5	0	0	5
MAT	151	College Algebra I	3	0	0	3
		Elective	5	0	0	5
			16	2	0	17
SIXTH QUARTER (Winter Quarter)						
BIO	252	General Biology II	3	2	0	4
ENG	261	British Literature II	5	0	0	5
MAT	152	College Algebra II	3	0	0	3
ART	151	Fine Arts	5	0	0	5
			16	2	0	17
SEVENTH QUARTER (Spring Quarter)						
BIO	253	General Biology III	3	2	0	4
PSY	251	General Psychology or Elective	5	0	0	5
		Elective	5	0	0	5
			13	2	0	14
		TOTAL CREDIT HOURS				**96**

Core Requirements for the Associate in Arts Degree

COMMUNICATIONS (10 Credit Hours)

ENG	250	Expository Writing (5 Credit Hours)
ENG	251	Literary Forms and Criticism (5 Credit Hours)

HUMANITIES AND FINE ARTS (18 Credit Hours)

ENG	204	Oral Communications (3 Credit Hours)
ART	151	Fine Arts (5 Credit Hours)
10 Credit Hours from:		
	ENG	260 British Literature I (5 Credit Hours)
	ENG	261 British Literature II (5 Credit Hours)
	ENG	269 American Literature I (5 Credit Hours)
	ENG	270 American Literature II (5 Credit Hours)

MATHEMATICS (6 Credit Hours)

MAT	151	College Algebra I (3 Credit Hours)
MAT	152	College Algebra II (3 Credit Hours)

NATURAL SCIENCES (12 Credit Hours)

BIO	251	General Biology I (4 Credit Hours)
BIO	252	General Biology II (4 Credit Hours)
BIO	253	General Biology III (4 Credit Hours)

*(NOTE: PHY 151,152, 153 can satisfy this requirement)

SOCIAL AND BEHAVIORAL SCIENCES (15 Credit Hours)

HIS	151	Western Civilization I (5 Credit Hours)
HIS	152	Western Civilization II (5 Credit Hours)
PSY	251	General Psychology (5 Credit Hours) or
SOC	251	General Sociology (5 Credit Hours)

PHYSICAL EDUCATION (3 Credit Hours)

PED	101	Physical Fitness Concepts (2 Credit Hours)

Select One Activity Course (1 Credit Hour)

- PED 102 Beginning Tennis (1 Credit Hour)
- PED 103 Golf (1 Credit Hour)
- PED 104 Skating (1 Credit Hour)
- PED 105 French-Swiss Snow Skiing (1 Credit Hour)
- PED 106 Beginning Swimming (1 Credit Hour)
- PED 107 Self-defense I (1 Credit Hour)
- PED 108 Walking (1 Credit Hour)
- PED 109 Archery (1 Credit Hour)
- PED 111 Horsemanship (1 Credit Hour)
- PED 112 Basic Canoeing (1 Credit Hour)
- PED 113 Basic River Canoeing (1 Credit Hour)
- PED 114 Canoeing Camping (1 Credit Hour)
- PED 115 Strength & Conditioning I (1 Credit Hour)
- PED 201 Personal Health & Wellness (3 Credit Hours)
- PED 202 Intermediate Tennis (1 Credit Hour)
- PED 205 French-Swiss Snow Skiing II (1 Credit Hour)
- PED 206 Advanced Beginning Swimming (1 Credit Hour)
- PED 207 Self-defense II (1 Credit Hour)
- PED 208 Strength & Conditioning II (1 Credit Hour)

ELECTIVES (32 Credit Hours)
Select from the approved list of college transfer courses

TOTAL CREDIT HOURS **96**

RECOMMENDED ELECTIVES FOR THE A.A. DEGREE

Course Title			Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
COMMUNICATIONS						
ENG	242-246	Creative Writing I-IV	3	0	0	3
MATHEMATICS						
MAT	149	Trigonometry	3	0	0	3
MAT	150	Statistics & Probability	3	0	0	3
MAT	153	College Algebra III	3	0	0	3
MAT	260	Calculus I	3	0	0	3
MAT	261	Calculus II	3	0	0	3
NATURAL SCIENCES						
BIO	155	Local Flora I	1	2	0	2
BIO	156	Local Flora II	1	2	0	2
BIO	157	Local Flora III	1	2	0	2
PHY	151	Physics I: Mechanics	3	2	0	4
PHY	152	Physics II: Hydraulics-Heat	3	2	0	4
PHY	153	Physics III: Light & Sound	3	2	0	4
SOCIAL & BEHAVIORAL SCIENCES						
ECO	201	Economics	3	0	0	3
ECO	251	Principles of Economics I	3	0	0	3
ECO	252	Principles of Economics II	3	0	0	3
ECO	253	Principles of Economics III	3	0	0	3
HIS	251	American History I	5	0	0	5
HIS	252	American History II	5	0	0	5
POL	101	National Government	3	0	0	3
POL	102	State & Local Government	3	0	0	3
POL	251	American Government & Politics	5	0	0	5
SOC	110	Marriage & The Family	3	0	0	3
SOC	111	Social Problems	3	0	0	3
HUMANITIES						
ENG	259	Modern Literature by Women	3	0	0	3
HUM	251	Critical Thinking & Reasoning	5	0	0	5
MUS	101	Music Appreciation	3	0	0	3
PHI	251	Introduction to Philosophy	5	0	0	5
REL	251	Old Testament Literature	5	0	0	5
REL	252	New Testament Literature	5	0	0	5
REL	261	World Religions	5	0	0	5
SPA	151	Elementary Spanish I	5	0	0	5
SPA	152	Elementary Spanish II	5	0	0	5
ART						
ART	101	Art Appreciation	3	0	0	3
ART	160	Drawing I	3	0	0	3
ART	161	Drawing II	3	0	0	3
ART	162	Drawing III	3	0	0	3
ART	170	Painting I	3	0	0	3
ART	171	Painting II	3	0	0	3
ART	172	Painting III	3	0	0	3
COMPUTER SCIENCE						
CAS	100	Introduction to Computers	2	2	0	3
CAS	107	Spreadsheet Processing	2	2	0	3
CAS	111	Micro-data Management	2	2	0	3
CSC	102	Introduction to Information Systems	3	2	0	4

COSMETOLOGY (V-009)

ADVANCED DIPLOMA PROGRAM

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin and hands, including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business. The Cosmetology Program is now a complete "Pivot Point" educational system school.

COSMETOLOGY

Suggested Course Offerings By Quarters for the Advanced Diploma Candidate Who Plans to Attend Full-Time

Suggested Day Course Offerings

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
COS	1001	Scientific Study I	4	4	0	6
COS	1010	Mannequin Practice	4	0	15	9
COS	1125	Art Design	3	0	0	3
			11	4	15	18
SECOND QUARTER (Winter Quarter)						
COS	1002	Scientific Study II	4	4	0	6
COS	1020	Clinical Application I	5	0	15	10
ENG	110	Applied Communications	4	0	0	4
			13	4	15	20
THIRD QUARTER (Spring Quarter)						
COS	1003	Scientific Study III	1	4	0	3
COS	1021	Clinical Application II	1	0	18	7
COS	1104	Cosmetology Business Practices	3	0	0	3
MAT	1100	Applied Mathematics	3	0	0	3
			8	4	18	16
FOURTH QUARTER (Summer Quarter)						
COS	1004	Scientific Study IV	1	8	0	5
COS	1022	Clinical Application III	1	0	18	7
			2	8	18	12

FIFTH QUARTER (Fall Quarter)

COS	1023	Clinical Application IV	1	0	12	5
COS	1040	Clinical Application V	2	0	15	7
PSY	1101	Human Relations	2	0	0	2
			5	0	27	14

TOTAL CREDIT HOURS: 80

Evening Cosmetology courses are taught upon sufficient request.

COSMETOLOGY INSTRUCTOR TRAINING

This program is available on a limited basis to licensed cosmetologists. Only five persons per teacher can be trained at one time. Applicants will be accepted in the order their applications are received. Effective August 1989, to be qualified as a licensed instructor, persons must have returned to a licensed cosmetology school for a total of 800 hours. Upon completion, a State Board examination is required.

FIRST QUARTER (Summer Quarter)

COS	3004	Cosmetology Instructor Training I	7	0	0	7

SECOND QUARTER (Fall Quarter)

COS	3005	Practicum: I	0	0	30	10

THIRD QUARTER (Winter Quarter)

COS	3022	Cosmetology Instructor Training II	7	0	0	7

FOURTH QUARTER (Spring Quarter)

COS	3023	Practicum: II	0	0	30	10

TOTAL CREDIT HOURS: 34

COSMETOLOGY CERTIFICATE PROGRAM

COS	1010-A	Mannequin Practice	2	0	3	3
COS	1010-B	Mannequin Practice	2	0	3	3
COS	1010-C	Mannequin Practice	0	0	9	3
COS	1020-A	Clinical Application I	2	0	3	3
COS	1020-B	Clinical Application I	2	0	3	3
COS	1020-C	Clinical Application I	1	0	9	4
COS	1021-A	Clinical Application II	0	0	6	2
COS	1021-B	Clinical Application II	1	0	9	4
COS	1021-C	Clinical Application II	0	0	3	1
COS	1022-A	Clinical Application III	1	0	9	4
COS	1022-B	Clinical Application III	0	0	9	3

TOTAL CREDIT HOURS: 33

CRIMINAL JUSTICE-PROTECTIVE SERVICE TECHNOLOGY (T-129)

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

The Criminal Justice Technology curriculum is designed so that it may be a multifaceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology. Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

CRIMINAL JUSTICE-PROTECTIVE SERVICE TECHNOLOGY

Suggested Course Offerings By Quarters for the A.A.S. Degree Candidate Who Plans to Attend Full-time

Suggested Day Course Offerings

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
CJC	151	Introduction to Criminal Justice	5	0	0	5
ENG	151	Composition I	3	0	0	3
PSY	101	Introduction to Psychology	3	0	0	3
MAT	151	College Algebra I	3	0	0	3
SOC	101	Introduction to Sociology	3	0	0	3
			17	0	0	17
SECOND QUARTER (Winter Quarter)						
CAS	100	Intro. to Computers	2	2	0	3
CJC	152	Criminology	5	0	0	5
CJC	153	Criminal Law	5	0	0	5
ENG	152	Composition II	3	0	0	3
SOC	111	Social Problems	3	0	0	3
			18	2	0	19

THIRD QUARTER (Spring Quarter)

CJC	140	Substance Abuse	3	0	0	3
CJC	171	Introduction to Law Enforcement	5	0	0	5
CJC	210	Juvenile Delinquency	3	0	0	3
ENG	150	Documented Paper	3	0	0	3
		Humanities Elective	3	0	0	3
			17	0	0	17

FOURTH QUARTER (Summer Quarter)

CJC	113	Introduction to Corrections	3	0	0	3
CJC	125	Constitutional Law	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
POL	101	National Government	3	0	0	3
		Free Elective	3	0	0	3
			15	0	0	15

FIFTH QUARTER (Fall Quarter)

CJC	142	Community Based Corrections	3	0	0	3
CJC	237	Criminal Investigations	3	0	0	3
CJC	238	Criminalistics I	2	4	0	4
		Free Elective	3	0	0	3
		Major Elective	3	0	0	3
			14	4	0	16

SIXTH QUARTER (Winter Quarter)

CJC	225	Victimology	4	0	0	4
CJC	141	Community Relations & Ethics	3	0	0	3
CJC	251	Court Procedures & Evidence	5	0	0	5
CJC	221	Civil & Criminal Legal Responsibilities	3	0	0	3
PSY	241	Abnormal Psychology	3	0	0	3
			18	0	0	18

SEVENTH QUARTER (Spring Quarter)

CJC	252	Criminal Justice Organization and Management	5	0	0	5
SOC	110	Marriage and Family	3	0	0	3
		Major Elective	3	0	0	3
POL	102	State & Local Government	3	0	0	3
BIO	270	Fundamentals of Anatomy and Physiology	3	2	0	4
			17	2	0	18

TOTAL CREDIT HOURS: **120**

MAJOR ELECTIVES: CJC 123, CJC 154, CJC 172, CJC 211, CJC 222, CJC 231, CJC 261, CJC 270, COE 100-103.

EARLY CHILDHOOD ASSOCIATE (T-073)

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

The Early Childhood Associate curriculum is designed to prepare individuals to work with children in learning environments from infancy through middle childhood. The program of study includes the subjects of child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents. Students learn to foster the cognitive/language, physical/motor, and social/emotional development of children. The program of study combines theories and principles with opportunities for supervised practice.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities are available in child development and child care programs, preschools, public and private schools, recreational centers, kindergartens, some Head Start programs, and programs for children with special needs.

EARLY CHILDHOOD ASSOCIATE

Suggested Course Offerings By Quarters for the A.A.S. Degree Candidate Who Plans to Attend Full-Time

Suggested Day Course Offerings

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
EDU	113	Early Childhood Overview	3	0	0	3
PSY	117	Child Growth & Development I	3	0	0	3
ENG	151	Composition I	3	0	0	3
PSY	101	Introduction to Psychology	3	0	0	3
		Free Elective	3	0	0	3
			15	0	0	15
SECOND QUARTER (Winter Quarter)						
EDU	123	Early Childhood Principles and Practices	3	0	0	3
PSY	118	Child Growth & Development II	3	0	0	3
ENG	152	Composition II	3	0	0	3
EDU	150	Seminar Practicum: Preschool Environment	1	0	10	2
MAT	121	Math for Today's Consumer	4	0	0	4
			14	0	10	15

THIRD QUARTER (Spring Quarter)

EDU	122	Child Health, Safety & Nutrition	3	0	0	3
EDU	125	Creative Activities in Early Childhood	5	0	3	6
PSY	119	Child Growth & Development III	3	0	0	3
SOC	101	Introduction to Sociology	3	0	0	3
			14	0	3	15

FOURTH QUARTER (Summer Quarter)

BIO	215	Science Field Study	3	2	0	4
EDU	108	Technology in Education	3	2	0	4
EDU	209	Behavior Management	3	0	0	3
EDU	223	Working with the Child's Family and Community	3	0	0	3
EDU	225	Working with Children with Special Needs	3	0	0	3
			15	4	0	17

FIFTH QUARTER (Fall Quarter)

EDU	216	Communication Activities in Early Childhood	5	0	3	6
EDU	231	Early Childhood Curriculum Planning	5	0	0	5
EDU	260	Seminar Practicum: Special Needs Environment	1	0	10	2
			11	0	13	13

SIXTH QUARTER (Winter Quarter)

EDU	207	Infant/Toddler Development and Activities	3	0	0	3
EDU	217	Exploration Activities in Early Childhood	5	0	3	6
SAF	101	First Aid & CPR	1	2	0	2
		Related Elective	5	0	0	5
		Humanities Elective	3	0	0	3
			17	2	3	19

SEVENTH QUARTER (Spring Quarter)

EDU	232	Child Care Administration	3	0	0	3
EDU	280	Internship	2	0	20	4
ENG	204	Oral Communications	3	0	0	3
		Related Elective	3	0	0	3
			11	0	20	13

TOTAL CREDIT HOURS: **107**

EARLY CHILDHOOD DIPLOMA

EDU	113	Early Childhood Overview	3	0	0	3
EDU	122	Child Health, Safety & Nutrition	3	0	0	3
EDU	123	Early Childhood Principles & Practices	3	0	0	3
EDU	125	Creative Activities in Early Childhood	5	0	3	6

EDU	150	Seminar Practicum: Preschool Environment	1	0	10	2
EDU	207	Infant/Toddler Development & Activities	3	0	0	3
EDU	209	Behavior Management	3	0	0	3
EDU	216	Communication Activities in Early Childhood	5	0	3	6
EDU	223	Working With the Child's Family & Community	3	0	0	3
EDU	225	Working With Children With Special Needs	3	0	0	3
ENG	151	Composition I	3	0	0	3
ENG	152	Composition II	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
MAT	121	Math for Today's Consumer	4	0	0	4
PSY	117	Child Growth & Development I	3	0	0	3
PSY	118	Child Growth & Development II	3	0	0	3
PSY	119	Child Growth & Development III	3	0	0	3
SAF	101	First Aid & CPR	1	2	0	2
		Related Electives				8

TOTAL CREDIT HOURS: 67

EARLY CHILDHOOD CERTIFICATE

EDU	113	Early Childhood Overview	3	0	0	3
EDU	122	Child Health, Safety, and Nutrition	3	0	0	3
EDU	123	Early Childhood Principles and Practices	3	0	0	3
EDU	125	Creative Activities in Early Childhood	5	0	3	6
EDU	209	Behavior Management	3	0	0	3
EDU	216	Communication Activities in Early Childhood	5	0	3	6
PSY	118	Child Growth & Development II	3	0	0	3
SAF	101	First Aid & CPR	1	2	0	2
			26	2	6	29

TOTAL CREDIT HOURS: 29

Related electives: ART 151, BUS 131, EDU 219, MUS 101, PSY 260, SOC 110.

EDU 131 Introduction to Early Childhood Education: Child Care Credential I (3 0 0 3) and EDU 132 Introduction to Early Childhood Education: Child Care Credential II (3 0 0 3) may be substituted for EDU 113 Early Childhood Overview (3 0 0 3) and EDU 123 Early Childhood Principles and Practices (3 0 0 3).

ELECTRICAL INSTALLATION AND MAINTENANCE (V-018)

DIPLOMA PROGRAM

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice assisting in the layout, installation, check-out and maintenance of systems in residential, commercial or industrial settings.

ELECTRICAL INSTALLATION AND MAINTENANCE

Suggested Course Offerings By Quarters for the Diploma Candidate Who Plans to Attend Full-time

Suggested Course Offerings for the Night Curriculum

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
MAT	1101-A	Mathematics Fundamentals	1	2	0	2
ELC	1101	Direct Current	3	4	0	5
			4	6	0	7
SECOND QUARTER (Winter Quarter)						
MAT	1101-B	Mathematics Fundamentals	1	2	0	2
ELC	1102	Alternating Current	2	4	0	4
			3	6	0	6
THIRD QUARTER (Spring Quarter)						
ENG	110	Applied Communications	4	0	0	4
ELC	1120	National Electrical Code	5	2	0	6
BPR	1120	Blueprint Reading I	2	0	3	3
			11	2	3	13
FOURTH QUARTER (Summer Quarter)						
BUS	1103	Small Business Operation	3	0	0	3
ELC	1105	Residential Wiring I	3	0	9	6
			6	0	9	9
FIFTH QUARTER (Fall Quarter)						
BPR	1121	Blueprint Reading II	2	0	3	3
ELC	1106	Residential Wiring II	2	0	6	4
			4	0	9	7

EARLY CHILDHOOD ASSOCIATE (T-073)

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

The Early Childhood Associate curriculum is designed to prepare individuals to work with children in learning environments from infancy through middle childhood. The program of study includes the subjects of child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents. Students learn to foster the cognitive/language, physical/motor, and social/emotional development of children. The program of study combines theories and principles with opportunities for supervised practice.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities are available in child development and child care programs, preschools, public and private schools, recreational centers, kindergartens, some Head Start programs, and programs for children with special needs.

EARLY CHILDHOOD ASSOCIATE

Suggested Course Offerings By Quarters for the A.A.S. Degree Candidate Who Plans to Attend Full-Time

Suggested Day Course Offerings

		Course Title	**Hrs. Class**	**Pr. Lab**	**Wk. Shop**	**Qtr. Hrs. Cr.**
FIRST QUARTER (Fall Quarter)						
EDU	113	Early Childhood Overview	3	0	0	3
PSY	117	Child Growth & Development I	3	0	0	3
ENG	151	Composition I	3	0	0	3
PSY	101	Introduction to Psychology	3	0	0	3
		Free Elective	3	0	0	3
			15	0	0	15
SECOND QUARTER (Winter Quarter)						
EDU	123	Early Childhood Principles and Practices	3	0	0	3
PSY	118	Child Growth & Development II	3	0	0	3
ENG	152	Composition II	3	0	0	3
EDU	150	Seminar Practicum: Preschool Environment	1	0	10	2
MAT	121	Math for Today's Consumer	4	0	0	4
			14	0	10	15

THIRD QUARTER (Spring Quarter)

EDU	122	Child Health, Safety & Nutrition	3	0	0	3
EDU	125	Creative Activities in Early Childhood	5	0	3	6
PSY	119	Child Growth & Development III	3	0	0	3
SOC	101	Introduction to Sociology	3	0	0	3
			14	0	3	15

FOURTH QUARTER (Summer Quarter)

BIO	215	Science Field Study	3	2	0	4
EDU	108	Technology in Education	3	2	0	4
EDU	209	Behavior Management	3	0	0	3
EDU	223	Working with the Child's Family and Community	3	0	0	3
EDU	225	Working with Children with Special Needs	3	0	0	3
			15	4	0	17

FIFTH QUARTER (Fall Quarter)

EDU	216	Communication Activities in Early Childhood	5	0	3	6
EDU	231	Early Childhood Curriculum Planning	5	0	0	5
EDU	260	Seminar Practicum: Special Needs Environment	1	0	10	2
			11	0	13	13

SIXTH QUARTER (Winter Quarter)

EDU	207	Infant/Toddler Development and Activities	3	0	0	3
EDU	217	Exploration Activities in Early Childhood	5	0	3	6
SAF	101	First Aid & CPR	1	2	0	2
		Related Elective	5	0	0	5
		Humanities Elective	3	0	0	3
			17	2	3	19

SEVENTH QUARTER (Spring Quarter)

EDU	232	Child Care Administration	3	0	0	3
EDU	280	Internship	2	0	20	4
ENG	204	Oral Communications	3	0	0	3
		Related Elective	3	0	0	3
			11	0	20	13

TOTAL CREDIT HOURS: **107**

EARLY CHILDHOOD DIPLOMA

EDU	113	Early Childhood Overview	3	0	0	3
EDU	122	Child Health, Safety & Nutrition	3	0	0	3
EDU	123	Early Childhood Principles & Practices	3	0	0	3
EDU	125	Creative Activities in Early Childhood	5	0	3	6

SIXTH QUARTER (Winter Quarter)

PSY	1101	Human Relations	2	0	0	2
ELC	1113-A	Industrial Machines & Controls	3	0	6	5
MAT	1104	Applied Trigonometry	3	0	0	3
			8	0	6	10

SEVENTH QUARTER (Spring Quarter)

ELC	1109	Commercial Wiring	1	0	6	3
ELC	1113-B	Industrial Machines & Controls	2	0	6	4
			3	0	12	7

EIGHTH QUARTER (Summer Quarter)

ELC	1110	Industrial Wiring	5	0	6	7
ELC	1107	Power Distribution	4	4	0	6
			9	4	6	13

TOTAL CREDIT HOURS: 72

ELECTRICAL INSTALLATION AND MAINTENANCE

CERTIFICATE PROGRAM

RESIDENTIAL WIRING

ELC	1101	Direct Current	3	4	0	5
ELC	1102	Alternating Current	2	4	0	4
ELC	1120	National Electrical Code	5	2	0	6
ELC	1105	Residential Wiring I	3	0	9	6
MAT	1101	Mathematics Fundamentals	2	4	0	4
	(MAT	1101-A Mathematics Fundamentals	1 2 0 2)			
	(MAT	1101-B Mathematics Fundamentals	1 2 0 2)			
			15	14	9	25

TOTAL CREDIT HOURS: 25

INDUSTRIAL WIRING

ELC	1101	Direct Current	3	4	0	5
ELC	1102	Alternating Current	2	4	0	4
ELC	1120	National Electrical Code	5	2	0	6
ELC	1110	Industrial Wiring	5	0	6	7
ELC	1113-A	Industrial Machines & Controls	3	0	6	5
MAT	1101	Mathematics Fundamentals	2	4	0	4
	(MAT	1101-A Mathematics Fundamentals	1 2 0 2)			
	(MAT	1101-B Mathematics Fundamentals	1 2 0 2)			
			20	14	12	31

TOTAL CREDIT HOURS: 31

ELECTRONICS ENGINEERING TECHNOLOGY (T-045)

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

The Electronics curriculum provides a basic background in electronic related theory with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will begin in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.

ELECTRONICS ENGINEERING TECHNOLOGY

Suggested Course Offerings By Quarters for the A.A.S. Degree Candidate Who Plans to Attend Full-time

Suggested Day Course Offerings

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
ENG	151	Composition I	3	0	0	3
ELN	155	DC/AC Fundamentals	5	6	0	8
MAT	151	College Algebra I	3	0	0	3
CSC	102	Introduction to Information Systems	3	2	0	4
MAT	149	Trigonometry	3	0	0	3
			17	8	0	21
SECOND QUARTER (Winter Quarter)						
ENG	152	Composition II	3	0	0	3
MAT	152	College Algebra II	3	0	0	3
ELN	152	Semiconductors-Control Devices	4	4	0	6
PHY	151	Physics I, Mechanics	3	2	0	4
		Free Elective	2	0	0	2
			15	6	0	18
THIRD QUARTER (Spring Quarter)						
MAT	153	College Algebra III	3	0	0	3
ELN	153	Transistor Circuits & Applications	4	4	0	6
CSC	155	PC Operating Systems	3	2	0	4
DFT	109	Introduction to CADD	0	6	0	3
PHY	152	Physics II, Hydraulics-Heat	3	2	0	4
			13	14	0	20

FOURTH QUARTER (Summer Quarter)						
ELN	154	Linear IC's Application	4	4	0	6
ELN	251	Digital Fundamentals	4	4	0	6
CSC	151	Basic Programming I	2	2	0	3
			10	10	0	15
FIFTH QUARTER (Fall Quarter)						
ELN	252	Digital Applications	2	6	0	5
ELN	261	Communications Systems	4	4	0	6
ELN	230	Fabrication Techniques	1	6	0	4
ENG	149	Technical Report Writing	3	0	0	3
			10	16	0	18
SIXTH QUARTER (Winter Quarter)						
ELN	262	Microcomputers	4	4	0	6
ELN	272	Industrial Controls	2	6	0	5
PHY	153	Physics III, Light and Sound	3	2	0	4
		Humanities Elective	3	0	0	3
			12	12	0	18
SEVENTH QUARTER (Spring Quarter)						
ELN	271	Microprocessor Interfacing	2	6	0	5
ELN	280	Analytic Trouble Shooting	2	6	0	5
ENG	204	Oral Communications	3	0	0	3
PSY	210	Applied Psychology	3	0	0	3
		Free Elective	2	0	0	2
			12	12	0	18
TOTAL CREDIT HOURS:						**128**

Co-op work experience may be selected for any free elective hours.

ELECTRONICS ENGINEERING TECHNOLOGY

Suggested Course Offerings for the Night Curriculum

	Course Title		**Hrs. Class**	**Pr. Lab**	**Wk. Shop**	**Qtr. Hrs. Cr.**
FIRST QUARTER (Fall Quarter)						
ELN	155-A	DC Fundamentals	3	2	0	4
MAT	151	College Algebra I	3	0	0	3
MAT	149	Trigonometry	3	0	0	3
			9	2	0	10
SECOND QUARTER (Winter Quarter)						
ELN	155-B	AC Fundamentals	2	4	0	4
ENG	151	Composition I	3	0	0	3
MAT	152	College Algebra II	3	0	0	3
			8	4	0	10
THIRD QUARTER (Spring Quarter)						
ELN	152	Semiconductors Control Devices	4	4	0	6
MAT	153	College Algebra III	3	0	0	3
ENG	152	Composition II	3	0	0	3
			10	4	0	12

FOURTH QUARTER (Summer Quarter)

ELN	153	Transistor Circuits & Applications	4	4	0	6
DFT	109	Introduction to CADD	0	6	0	3
			4	10	0	9

FIFTH QUARTER (Fall Quarter)

ELN	154	Linear IC's Application	4	4	0	6
CSC	102	Introduction to Information Systems	3	2	0	4
			7	6	0	10

SIXTH QUARTER (Winter Quarter)

ELN	251	Digital Fundamentals	4	4	0	6
PHY	151	Physics I, Mechanics	3	2	0	4
			7	6	0	10

SEVENTH QUARTER (Spring Quarter)

ELN	252	Digital Applications	2	6	0	5
PHY	152	Physics II, Hydraulics-Heat	3	2	0	4
			5	8	0	9

EIGHTH QUARTER (Summer Quarter)

ELN	261	Communications Systems	4	4	0	6
PHY	153	Physics III, Sound & Light	3	2	0	4
			7	6	0	10

NINTH QUARTER (Fall Quarter)

ELN	230	Fabrication Techniques	1	6	0	4
ELN	262	Microcomputers	4	4	0	6
			5	10	0	10

TENTH QUARTER (Winter Quarter)

ELN	271	Microprocessor Interfacing	2	6	0	5
ENG	204	Oral Communications	3	0	0	3
CSC	151	Basic Programming I	2	2	0	3
			7	8	0	11

ELEVENTH QUARTER (Spring Quarter)

ELN	272	Industrial Controls	2	6	0	5
CSC	155	PC Operating Systems	3	2	0	4
PSY	210	Applied Psychology	3	0	0	3
			8	8	0	12

TWELFTH QUARTER (Summer Quarter)

ELN	280	Analytic Trouble Shooting	2	6	0	5
		Free Elective	2	0	0	2
			4	6	0	7

THIRTEENTH QUARTER (Fall Quarter)

ENG	149	Technical Writing	3	0	0	3
		Free Elective	2	0	0	2
		Humanities Elective	3	0	0	3
			8	0	0	8

TOTAL CREDIT HOURS **128**

ELECTRONICS ENGINEERING TECHNOLOGY

CERTIFICATE PROGRAM OPTIONS

(BASIC ELECTRONICS)

ELN	155	DC/AC Fundamentals	5	6	0	8
ELN	152	Semiconductors Control Devices	4	4	0	6
ELN	153	Transistor Circuits and Applications	4	4	0	6
ELN	154	Linear IC's Applications	4	4	0	6
MAT	151	College Algebra I	3	0	0	3
ENG	151	Composition I	3	0	0	3
			23	18	0	32

TOTAL CREDIT HOURS: 32

(APPLIED ELECTRONICS)

Prerequisite Basic Electronics Certificate

DFT	109	Introduction to CADD	0	6	0	3
ENG	149	Technical Writing	3	0	0	3
ELN	280	Analytic Trouble Shooting	2	6	0	5
ELN	230	Fabrication Techniques	1	6	0	4
CSC	102	Introduction to Information Systems	3	2	0	4
ENG	152	Composition II	3	0	0	3
			12	20	0	22

TOTAL CREDIT HOURS: 22

(DIGITAL ELECTRONICS)

ELN	251	Digital Fundamentals	4	4	0	6
ELN	252	Digital Applications	2	6	0	5
ELN	262	Microcomputers	4	4	0	6
ELN	271	Microprocessor Interfacing	2	6	0	5
ELN	272	Industrial Controls	2	6	0	5
ENG	149	Technical Writing	3	0	0	3
			17	26	0	30

TOTAL CREDIT HOURS: 30

GENERAL TECHNOLOGY CURRICULUM CORE (T-201)

CORE CERTIFICATE PROGRAM

General Technology curriculum core is designed as a career mobility program for technical students to acquire the general education and related courses in subject areas such as humanities; communications; social sciences; general computer studies; general graphics (drafting) and theoretical and applied sciences such as biology, chemistry, physics and mathematics that are foundation courses to be specific curricula in the technical field. After completion of this certificate curriculum, the student has job skills for occupations requiring communication skills and/or science and mathematics. The student may take this program as the first level in a specific technical curriculum as an intended objective component of that technical curriculum. Students may also take this program for transfer to a technical curriculum at another community college system institution either prior to or concurrently with enrollment at the institution at which they intend to pursue or are pursuing a technical curriculum degree.

GENERAL TECHNOLOGY CURRICULUM CORE

Suggested Course Offerings by Quarters for the Certificate Candidate Who Plans to Attend Full-Time

Suggested Day Course Offerings

RELATED COURSES:

BIO	280	Anatomy & Physiology I	3	2	0	4
BIO	281	Anatomy & Physiology II	3	2	0	4
BIO	282	Anatomy & Physiology III	3	2	0	4
BIO	285	Human Physiology	2	2	0	3
		Related Electives	6	0	0	6
			17	8	0	21

The student will choose electives according to occupational goals from curriculum courses offered by the college.

GENERAL EDUCATION:

ENG	151	Composition I	3	0	0	3
ENG	152	Composition II	3	0	0	3
ENG	204	Oral Communications	3	0	0	3
PSY	110	Human Growth & Development	3	0	0	3
		Humanities Elective	3	0	0	3
		General Education Elective	3	0	0	3
			18	0	0	18

The student will choose electives according to occupational goals from English and/or social science curriculum courses offered by the college.

		ELECTIVES:	6	0	0	6

TOTAL CREDIT HOURS: 46

INDUSTRIAL MANAGEMENT TECHNOLOGY (T-049)

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

The Industrial Management curriculum is designed to provide an individual with the ability to function effectively in supervisory and middle-management positions in industry. This program emphasizes study and application in such areas as business and industrial management, production methods and schedules, inventory control, work analysis, motivation techniques and human relations.

This curriculum is designed to prepare the individual to enter supervisory or middle-management positions, to provide an educational program for upgrading or retraining and to provide an opportunity for the individual wanting to fulfill professional or general interest needs.

INDUSTRIAL MANAGEMENT TECHNOLOGY

Suggested Course Offerings for the Night Curriculum

(Reading proficiency required prior to graduation)

FIRST QUARTER (Fall Quarter) Two nights per week

CAS	100	Introduction to Computers	3
ISC	100	Introduction to Operations Mgt.	3
			6

SECOND QUARTER (Winter Quarter) Two nights per week

ENG	151	Composition I	3
MAT	151	College Algebra I	3
			6

THIRD QUARTER (Spring Quarter) Two nights per week

ENG	152	Composition II	3
MAT	152	College Algebra II	3
			6

FOURTH QUARTER (Summer Quarter) Two nights per week

ENG	204	Oral Communications	3
		Free Elective	3
			6

FIFTH QUARTER (Fall Quarter) Three nights per week

ACC	151	Principles of Accounting I	4
BUS	234	Management	3
			7

SIXTH QUARTER (Winter Quarter) Three nights per week

ACC	152	Principles of Accounting II	4
ISC	102	Organizational Safety	3
			7

SEVENTH QUARTER (Spring Quarter) Three nights per week

ACC	153	Principles of Accounting III	4
ISC	232	Labor Relations	3
			7

EIGHTH QUARTER (Summer Quarter) Two nights per week

ACC	146	Managerial Accounting	3
MAT	150	Statistics & Probability	3
			6

NINTH QUARTER (Fall Quarter) Three nights per week

ISC	204	ISO 9000 Standards	3
BUS	221	Organizational Behavior	3
BUS	271	Business Communications I	3
			9

TENTH QUARTER (Winter Quarter) Three nights per week

BUS	272	Business Communications II	3
CAS	107	Spreadsheet Processing	3
ISC	207	Internal Auditor - ISO 9000	3
			9

ELEVENTH QUARTER (Spring Quarter) Two nights per week

ISC	219	Statistical Quality Control	3
ISC	201	Quantitative Methods	3
			6

TWELFTH QUARTER (Summer Quarter) Two nights per week

		Humanities Elective	3
		Social Science Elective	3
			6

THIRTEENTH QUARTER (Fall Quarter) Two nights per week

ECO	251	Principles of Economics I	3
ISC	213	Total Quality Management	3
			6

FOURTEENTH QUARTER (Winter Quarter) Three nights per week

ECO	252	Principles of Economics II	3
ISC	216	Case Studies in TQM	3
ISC	210	Foundations of Leadership	3
			9

FIFTEENTH QUARTER (Spring Quarter) Two nights per week

ECO	253	Principles of Economics III	3
BUS	208	Issues in Management	3
			6

SIXTEENTH QUARTER (Summer Quarter) Three nights per week

		Free Elective	3
		Major Elective	3
		Major Elective	3
			9

TOTAL CREDIT HOURS: 111

INDUSTRIAL MANAGEMENT TECHNOLOGY CERTIFICATE

QUALITY OPTION

			Credit Hours
ISC	204	ISO 9000 Standards	3
ISC	207	Internal Auditor - ISO 9000	3
ISC	210	Foundations of Leadership	3
ISC	213	Total Quality Management	3
ISC	216	Case Studies in TQM	3
ISC	219	Statistical Quality Control	3
BUS	208	Issues in Management	3
BUS	221	Organizational Behavior	3
MAT	150	Statistics and Probability	3
ENG	151	Composition I	3
ENG	152	Composition II	3
MAT	151	College Algebra I	3
TOTAL CREDIT HOURS:			**36**

INDUSTRIAL MANAGEMENT TECHNOLOGY CERTIFICATE

OPERATIONS OPTION

			Credit Hours
ISC	100	Introduction to Operations Mgt.	3
ISC	102	Organizational Safety	3
ISC	204	ISO 9000 Standards	3
ISC	210	Foundations of Leadership	3
ISC	232	Labor Relations	3
BUS	234	Management	3
ACC	146	Managerial Accounting	3
		Major Elective	3
MAT	150	Statistics and Probability	3
ENG	151	Composition I	3
ENG	152	Composition II	3
MAT	151	College Algebra I	3
TOTAL CREDIT HOURS:			**36**

INDUSTRIAL MECHANICS (V-033)

DIPLOMA PROGRAM

This curriculum in Industrial Mechanics prepares students with a broad background in industrial skills required by industry for its mechanics. The individual develops skills required by industry for maintenance of industrial equipment, basic welding and cutting, refrigeration and air conditioning, direct and alternating current, machines and their controls and related courses.

INDUSTRIAL MECHANICS

Suggested Course Offerings for the Night Curriculum

Course Title			Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
MAT	1101-A	Math Fundamentals	1	2	0	2
MEC	1101-A	Machine Shop I	2	0	6	4
			3	2	6	6
SECOND QUARTER (Winter Quarter)						
ELC	1100	Electrical Machinery Maintenance	3	4	0	5
MEC	1101-B	Machine Shop I	1	0	6	3
MAT	1101-B	Math Fundamentals	1	2	0	2
			5	6	6	10
THIRD QUARTER (Spring Quarter)						
DFT	1105	Mechanical Drafting	1	2	0	2
ISC	1100	Industrial Science	3	2	0	4
MEC	1102-A	Machine Shop II	2	0	6	4
			6	4	6	10
FOURTH QUARTER (Summer Quarter)						
HYD	1139	Basic Hydraulics & Pneumatics	3	0	3	4
MEC	1102-B	Machine Shop II	1	0	6	3
			4	0	9	7
FIFTH QUARTER (Fall Quarter)						
MEC	1117	Machine Repair	2	0	6	4
ELC	1101	Direct Current	3	4	0	5
			5	4	6	9
SIXTH QUARTER (Winter Quarter)						
WLD	1100	Basic Gas and Arc Welding	0	0	6	2
ELC	1102	Alternating Current	2	4	0	4
			2	4	6	6
SEVENTH QUARTER (Spring Quarter)						
ENG	110	Applied Communications	4	0	0	4

EIGHTH QUARTER (Summer Quarter)

MAT	1103	Applied Geometry	3	0	0	3
ELC	1113A	Industrial Machines & Controls	3	0	6	5
			6	0	6	8

NINTH QUARTER (Fall Quarter)

BPR	1107	Blueprint Reading: Mech.	1	2	0	2
		Major Elective	2	0	0	4
			3	2	0	6

TENTH QUARTER (Winter Quarter)

MAT	1104	Applied Trigonometry	3	0	0	3
PSY	1101	Human Relations	2	0	0	2
			5	0	0	5

TOTAL CREDIT HOURS: 71

Major electives: ISC 1145, MEC 1103, MEC 1115, MEC 1149, MEC 1150, MNT 1134

MEDICAL OFFICE TECHNOLOGY (T-032)

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

This curriculum prepares individuals to enter the medical secretarial profession. The medical secretary performs secretarial duties utilizing the knowledge of medical terminology and medical office and/or laboratory procedures.

Skills are taught in processing medical documents using computerized functions and/or manual functions. Compiling and recording medical charts, reports, case histories and correspondence using the typewriter or automated office equipment, scheduling appointments and preparing and sending bills to patients are duties performed in the medical office and taught in this curriculum.

Graduates of this curriculum may find employment opportunities with medical supply and equipment manufacturers, medical laboratories, the offices of physicians, hospitals and other medical care providers.

MEDICAL OFFICE TECHNOLOGY

Suggested Course Offerings by Quarters for the A.A.S. Degree Candidate Who Plans to Attend Full-Time

Suggested Day Course Offerings

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
OSC	101	Keyboarding	2	2	0	3
BUS	100	Introduction to Business	3	0	0	3
OSC	223	Records Management	2	2	0	3
CAS	100	Introduction to Computers	2	2	0	3
		Free Elective	3	0	0	3
			12	6	0	15
SECOND QUARTER (Winter Quarter)						
MAT	121	Math for Today's Consumer	4	0	0	4
OSC	102	Document Formatting I	2	2	0	3
PSY	110	Human Growth & Development	3	0	0	3
ENG	151	Composition I	3	0	0	3
		Free Elective	3	0	0	3
			15	2	0	16

THIRD QUARTER (Spring Quarter)

ACC	149	General Accounting	3	2	0	4
OSC	103	Document Formatting II	2	2	0	3
OSC	115	Word Processing I	2	2	0	3
		Humanities Elective	3	0	0	3
ENG	152	Composition II	3	0	0	3
ECO	201	Economics	3	0	0	3
			16	6	0	19

FOURTH QUARTER (Summer Quarter)

OSC	104	Document Production	2	2	0	3
ACC	142	Payroll Procedures	3	0	0	3
OSC	112	Machine Transcription I	1	2	0	2
ENG	204	Oral Communications	3	0	0	3
BUS	131	Personal Finance	3	0	0	3
			12	4	0	14

FIFTH QUARTER (Fall Quarter)

BUS	271	Business Communications I	3	0	0	3
OSC	225	Medical Terminology I	3	0	0	3
OSC	240	Medical Law and Ethics	3	0	0	3
OSC	116	Word Processing II	2	2	0	3
CAS	111	Micro-Data Management	2	2	0	3
		Major Elective	3	0	0	3
			16	4	0	18

SIXTH QUARTER (Winter Quarter)

BUS	272	Business Communications II	3	0	0	3
BIO	270	Fundamentals of Anatomy	3	2	0	4
OSC	226	Medical Terminology II	3	0	0	3
OSC	236	Medical Insurance I	3	0	0	3
OSC	221	Office Procedures	3	2	0	4
			15	4	0	17

SEVENTH QUARTER (Spring Quarter)

CAS	107	Spreadsheet Processing	2	2	0	3
PSY	210	Applied Psychology	3	0	0	3
BUS	130	Personal Development	3	0	0	3
OSC	235	Medical Transcription	2	2	0	3
OSC	237	Medical Insurance II	3	0	0	3
OSC	231	Medical Office Procedures	2	2	0	3
			15	6	0	18

TOTAL CREDIT HOURS: 117

MAJOR ELECTIVES: BUS 132, BUS 234, BUS 247, BUS 262, BUS 263, CAS 108, CAS 120, CSC 102, CSC 155, CSC 200, OSC 113, OSC 120, OSC 130.

Co-op work experience may be selected for any free elective hours.

MICROCOMPUTER SYSTEMS TECHNOLOGY (T-192)

Mayland Community College began offering the Microcomputer Systems Technology (MST) program in the Fall of 1994. The program is classified under the Business Occupations area by the State Board of Community Colleges, NC Department of Community Colleges, Raleigh, NC, and is listed as program T-192.

The purpose of the Microcomputer Systems Technology curriculum is to prepare graduates for employment with business, industry and government organizations that use or are planning to use computers to process and manage information.

Using microcomputers or other small computer systems, students will learn to apply a variety of commonly used business applications and systems software; set up microcomputer hardware and install software; develop user training programs and user documentation; evaluate and recommend hardware and software; assist users in resolving hardware and software problems; and develop control and security procedures. Students will also learn the fundamentals of microcomputer networking.

Job opportunities involving the Microcomputer Systems Technology degree include at the entry level: Technology Support Specialist, Microcomputer Coordinator, Network Coordinator, Information Systems Specialist, Microcomputer Specialist, Microcomputer Salesperson, PC Support Specialist and Computer Support Representative; and at the advanced level: Microcomputer Consultant, Office Systems Analyst, Information Center Manager and Microcomputer Systems Analyst.

MICROCOMPUTER SYSTEMS TECHNOLOGY

Suggested Course Offerings by Quarters for the A.A.S. Degree Candidate Who Plans to Attend Full-Time

Suggested Day Course Offerings

	Course Title		Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
CAS	100	Introduction to Computers	2	2	0	3
CSC	102	Introduction to Information Systems	3	2	0	4
OSC	101	Keyboarding	2	2	0	3
ACC	151	Principles of Accounting	3	2	0	4
		Free Elective	3	0	0	3
			13	8	0	17

SECOND QUARTER (Winter Quarter)

CSC	151	BASIC Programming I	2	2	0	3
ACC	152	Principles of Accounting II	3	2	0	4
MAT	151	College Algebra I	3	0	0	3
CAS	107	Spreadsheet Processing	2	2	0	3
ENG	151	Composition I	3	0	0	3
			13	6	0	16

THIRD QUARTER (Spring Quarter)

CSC	152	BASIC Programming II	2	2	0	3
OSC	115	Word Processing I	2	2	0	3
CSC	155	PC Operating Systems	3	2	0	4
CSC	170	Computer Maintenance and Installation	2	2	0	3
ENG	152	Composition II	3	0	0	3
CAS	108	Advanced Spreadsheet Processing	2	2	0	3
			14	10	0	19

FOURTH QUARTER (Summer Quarter)

ACC	145	Computerized Accounting	3	2	0	4
CSC	270	Local Area Networks	3	2	0	4
CAS	111	Micro-Data Management	2	2	0	3
		Major Elective	3	0	0	3
			11	6	0	14

FIFTH QUARTER (Fall Quarter)

OSC	116	Word Processing II	2	2	0	3
CSC	211	Data Base Programming	3	2	0	4
BUS	271	Business Communications I	3	0	0	3
CSC	200	Information Systems	3	0	0	3
		Social Science Elective	3	0	0	3
			14	4	0	16

SIXTH QUARTER (Winter Quarter)

CAS	120	Desktop Publishing	2	2	0	3
CAS	121	Multi-Media	2	2	0	3
CSC	259	Systems Design/Analysis I	2	2	0	3
CSC	280	C Programming I	3	2	0	4
BUS	272	Business Communications II	3	0	0	3
		Humanities Elective	3	0	0	3
			15	8	0	19

SEVENTH QUARTER (Spring Quarter)

CSC	260	Systems Design/Analysis II	2	2	0	3
CSC	281	C Programming II	3	2	0	4
ENG	204	Oral Communications	3	0	0	3
PSY	210	Applied Psychology	3	0	0	3
		Major Elective	3	0	0	3
			14	4	0	16

TOTAL CREDIT HOURS: **117**

MAJOR ELECTIVES: ACC 142, BUS 245, CSC 201, CSC 271, COE 101-103.

NURSING ASSISTANT (V-072)

CERTIFICATE

The Nursing Assistant curriculum prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services for patients. The nursing assistant performs health care procedures such as bathing and feeding patients, providing comfort measures, positioning patients, preparing patients for physical examinations and special tests, observing and recording vital signs, admitting, transferring and discharging patients, and collecting specimens.

Graduates may be employed in homes, hospitals, clinics, doctors' offices, nursing homes and extended care facilities.

Individuals desiring a career as a nursing assistant should, if possible, take English, biology and social science courses prior to entering the program.

Prerequisite/Corequisite: Meet the college admission requirements. Also, the student entering NUR 3024 must be currently listed with the Division of Facility Services as a Level I Nurse Aide. Nurse Aide I (NUR 3023) is generally taught all four quarters, both day and night, through the MCC Continuing Education Department.

Suggested Course Offerings

	Course Title		**Hrs. Class**	**Pr. Lab**	**Wk. Shop**	**Qtr. Hrs. Cr.**
NUR	3023	Nursing Assistant I	2	2	6	5
NUR	3024	Nursing Assistant II	3	4	9	8
NUR	3025	Home Care	2	2	0	3
			7	8	15	16

TOTAL CREDIT HOURS: **16**

WELDING (V-050)

DIPLOMA PROGRAM

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

WELDING

Suggested Course Offerings for the Night Curriculum

Course Title			Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
FIRST QUARTER (Fall Quarter)						
WLD	1101-A	Basic Shielded Metal Arc Welding A	1	0	6	3
PSY	1101	Human Relations	2	0	0	2
			3	0	6	5
SECOND QUARTER (Winter Quarter)						
WLD	1101-B	Basic Shielded Metal Arc Welding B	1	0	6	3
ENG	110	Applied Communications	4	0	0	4
			5	0	6	7
THIRD QUARTER (Spring Quarter)						
WLD	1102-A	Advanced Shielded Metal Arc Welding I A	1	0	6	3
BPR	1130	Blueprint Reading	0	2	0	1
			1	2	6	4
FOURTH QUARTER (Summer Quarter)						
WLD	1102-B	Advanced Shielded Metal Arc Welding I B	1	0	6	3
BUS	1103	Small Business Operations	3	0	0	3
			4	0	6	6
FIFTH QUARTER (Fall Quarter)						
WLD	1103	Advanced Shielded Metal Arc Welding II	2	0	12	6
SIXTH QUARTER (Winter Quarter)						
WLD	1105	Shielded Metal Arc Welding, Pipe I	2	0	12	6
SEVENTH QUARTER (Spring Quarter)						
WLD	1104	Basic Gas Tungsten Arc Welding	1	0	6	3
MAT	1100	Applied Mathematics	3	0	0	3
			4	0	6	6

EIGHTH QUARTER (Summer Quarter)

MAT	1103	Applied Geometry	3	0	0	3
MEC	1111	Machine Shop Practices	0	0	6	2
			3	0	6	5

NINTH QUARTER (Fall Quarter)

WLD	1106	Shielded Metal Arc Welding, Pipe II	2	0	12	6

TENTH QUARTER (Winter Quarter)

WLD	1107	Gas Tungsten Arc Welding, Pipe	1	0	6	3
WLD	1108	Basic Gas Metal Arc Welding	1	0	6	3
			2	0	12	6

ELEVENTH QUARTER (Spring Quarter)

WLD	1109	Advanced Gas Metal Arc Welding	1	0	6	3
ISC	1100	Industrial Science	3	2	0	4
			4	2	6	7

TOTAL CREDIT HOURS: 64

WELDING CERTIFICATE PROGRAMS

PIPE WELDING CERTIFICATE

This sequence of courses provides training for all position pipe welding using the shielded metal arc and gas tungsten arc processes on carbon and stainless steels. (AWS 3/8" plate) bend test skills are required to enter the program.

COURSE AND HOUR REQUIREMENTS
MAJOR COURSES:

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
WLD	1105	Shielded Metal Welding, Pipe-I	2	0	12	6
		(WLD 1105-A Shielded Metal Welding, Pipe-I-A 1 0 6 3) (WLD 1105-B Shielded Metal Welding, Pipe-I-B 1 0 6 3)				
WLD	1106	Shielded Metal Arc Welding, Pipe-II	2	0	12	6
		(WLD 1106-A Shielded Metal Welding, Pipe-II-A 1 0 6 3) (WLD 1106-B Shielded Metal Welding, Pipe-II-B 1 0 6 3)				
WLD	1104	Basic Gas Tungsten Arc Welding	1	0	6	3
WLD	1107	Gas Tungsten Arc Welding, Pipe	1	0	6	3
			6	0	36	18

TOTAL CREDIT HOURS: 18

MAINTENANCE WELDING CERTIFICATE

This sequence of courses provides training for skilled maintenance, tool & die and millwright trades.

COURSE AND HOUR REQUIREMENTS
MAJOR COURSES:

		Course Title	Hrs. Class	Pr. Lab	Wk. Shop	Qtr. Hrs. Cr.
WLD	1101	Basic Shielded Metal Arc Welding	2	0	12	6
		(WLD 1101-A Basic Shielded Metal Arc Welding A 1 0 6 3)				
		(WLD 1101-B Basic Shielded Metal Arc Welding B 1 0 6 3)				
WLD	1102	Advanced Shielded Metal Arc Welding I	2	0	12	6
		(WLD 1102-A Advanced Shielded Metal Arc Welding I-A 1 0 6 3)				
		(WLD 1102-B Advanced Shielded Metal Arc Welding I-B 1 0 6 3)				
WLD	1103	Advanced Shielded Metal Arc Welding II	2	0	12	6
		(WLD 1103-A Advanced Shielded Metal Arc Welding II-A 1 0 6 3)				
		(WLD 1103-B Advanced Shielded Metal Arc Welding II-B 1 0 6 3)				
WLD	1104	Basic Gas Tungsten Arc Welding	1	0	6	3
WLD	1107	Gas Tungsten Arc Welding, Pipe	1	0	6	3
WLD	1108	Basic Gas Metal Arc Welding	1	0	6	3
WLD	1109	Advanced Gas Metal Arc Welding	1	0	6	3
			10	0	60	30

TOTAL CREDIT HOURS: 30

COURSE DESCRIPTIONS

The courses listed on the following pages represent the current curriculum offerings in the Associate of Arts Degree, Technical and Vocational programs at Mayland Community College.

1. The courses are listed in alphabetical order by the 3-letter prefix representing the course, (example—AUT for Auto Body Repair or EDU for Early Childhood).

2. The courses are numbered as follows:
   - A. Three digit numbers are used for college transfer and technical courses.
   - B. Four digit numbers are used for vocational courses.

3. Any course number less than 100 will not give credit hours for graduation.

4. The course title follows the prefix and number.

5. The number of contact and credit hours of the course follows the title and is in a four-number format.
   - A. The first number represents the number of lecture hours per week
   - B. The second number represents the number of lab hours per week.
   - C. The third number represents the number of shop, clinical or work experience hours per week.
   - D. The fourth number represents the number of credit hours assigned to the course.

6. Prerequisites and corequisites, if applicable, are listed at the end of the course description. Also following the course description are the quarters in which the course will be offered.

(D - Day, E - Evening: F - Fall, W - Winter, Sp - Spring, S - Summer)

ACC 142 PAYROLL PROCEDURES 3 0 0 3

A study of the various federal and state laws affecting payroll procedures. Social Security, the Fair Labor Standards Act, federal unemployment insurance and federal and state withholding tax laws are examined. Prerequisite: ACC 151, ACC 149. (D,E:S)

ACC 145 COMPUTERIZED ACCOUNTING 3 2 0 4

An opportunity for the student to integrate accounting knowledge and computer programming techniques. Classroom activities simulate a business activity which utilizes electronic bookkeeping. Prerequisites: ACC 153 or permission of the instructor. (D,E:S)

ACC 146 MANAGERIAL ACCOUNTING 3 0 0 3

An examination of the role of accounting in providing information to management for planning, controlling and decision making. Prerequisite: RED 99. (D:S)(E:S,Alt.)

ACC 149 GENERAL ACCOUNTING 3 2 0 4

A survey course dealing with the practical aspects of accounting and linking accounting to basic business operations. Prerequisite: MAT 90 and RED 99. (D,Sp)

ACC 151 PRINCIPLES OF ACCOUNTING I 3 2 0 4

An introductory study of the accounting cycle. This course includes coverage of the accounting equation and accounting procedures. Accounting for cash, payroll, purchase and sale of merchandise, end-of-period adjustments and closing procedures are discussed. Cash basis for a personal service enterprise and accrual basis accounting for a retail business are covered. Prerequisite: MAT 90. Corequisite: RED 99. (D,E:F)

ACC 152 PRINCIPLES OF ACCOUNTING II 3 2 0 4

A continuation of ACC 151 with emphasis on the accrual basis of accounting for a wholesale-retail business. Subjects include procedures for internal control, notes and interest, owner's equity, year-end adjustments, the annual report and interim statements. Prerequisite: ACC 151. (D,E:W)

ACC 153 PRINCIPLES OF ACCOUNTING III 3 2 0 4

A continuation of ACC 152 with emphasis on the corporate organization with accounting procedures for capital stock and corporate bonds, branch office operations, accounting for a manufacturing operation, analysis of financial statements and an introduction to cost accounting. Prerequisite: ACC 152. (D,E:Sp)

ACC 249 AUDITING 3 2 0 4

An in-depth study of auditing through the application of auditing standards and procedures with emphasis on the legal responsibilities of auditors. Special attention is given to the nature and economic purpose of audits, auditing standards, professional ethics, auditor's legal liability, the study and evaluation of internal control and the nature of audit evidence. Prerequisite: ACC 153 and MAT 151. (D,E:S,Alt.)

ACC 250 COST ACCOUNTING 3 2 0 4

A study which covers the nature and purpose of cost accounting; accounting for direct labor, materials and factory overhead; job order costs and standard cost procedures; selling, administration and distribution costs; and budgeting and management use of cost data. Prerequisite: ACC 153 and MAT 151. (D,E:S, Alt.)

ACC 255 INTERMEDIATE ACCOUNTING I 3 2 0 4

A review of the fundamental processes of accounting. This course emphasizes thorough working knowledge and understanding of financial statements. Individual items in the balance sheet and income statements are analyzed and evaluated. Prerequisites: ACC 153 and MAT 151. (D,E:F, Alt.)

ACC 256 INTERMEDIATE ACCOUNTING II 3 2 0 4

A continuation of ACC 255 with emphasis on analysis of financial reports and on special problems of corporation accounts including bonds, long-term notes, leases and pensions. Prerequisite: ACC 255. (D,E:W, Alt.)

ACC 257 INTERMEDIATE ACCOUNTING III 3 2 0 4

A continuation of ACC 256 covering special problems in income determination and reporting. Prerequisite: ACC 256. (D,E:Sp, Alt.)

ACC 260 INCOME TAX I 3 2 0 4

A study of federal and state taxes as they apply to personal income. Prerequisite: MAT 92; ACC 151 or permission of the instructor. (D:W)(E:W, Alt.)

ACC 261 INCOME TAX II 3 2 0 4

A study of federal and state taxes as they apply to small businesses. Prerequisite: ACC 260. (D:Sp)(E:Sp,Alt.)

ART 101 ART APPRECIATION 3 0 0 3

An introduction to visual forms, including sculpture, painting, architecture and crafts. The materials, methods and functions of visual arts will be examined. Corequisite: RED 99. (D:F)

ART 124 ADVANCED INDEPENDENT ART STUDIES 3 0 0 3

An opportunity for the advanced art student to pursue special areas of interest. The student spends sixteen hours in discussion and critique of paintings and relevant art from the old masters. The remaining seventeen hours are spent on individual, instructor-directed assignments, which are evaluated at the end of the course. Student-instructor interaction determines the nature of individual assignments and the degree of difficulty to be met. Prerequisite: RED 99, Permission of the instructor. (Upon Request)

ART 151 FINE ARTS 5 0 0 5

A study of painting, sculpture, music and architecture in the context of historical influences: social, political and aesthetic. Prerequisite: RED 99. (D:W,Sp) (E:S)

ART 160 DRAWING I 3 0 0 3

A study of art elements—line, form, value, space and texture—and various drawing media and techniques. Attempts are made to find and release the individual creative impulse and artistic personality of each student. Prerequisite: None. (Upon Request)

ART 161 DRAWING II 3 0 0 3

Incorporation of concepts of art elements and principles in a study of problems in two-and three-dimensional images. Extensive use is made of all drawing media in experimental images. Drawings are made from the figure, from still life, from landscapes and from the imagination. Prerequisite: ART 160 or permission of the instructor. (Upon Request)

ART 162 DRAWING III 3 0 0 3

Emphasis on skills refinement in order to foster exploration of drawing as a complete art form and to encourage emotional connection with the image drawn. A survey of the history of drawing is included. Prerequisite: ART 161 or permission of the instructor. (Upon Request)

ART 170 PAINTING I 3 0 0 3

An opportunity to learn line, form, value, shape and color and to learn the technical handling of painting materials through conventional and experimental practicum. Frequent references are made to the master works of all ages. Prerequisite: ART 160 or permission of instructor. (Upon Request)

ART 171 PAINTING II 3 0 0 3

An in-depth exploration of painting techniques with emphasis on spatial dimensions as a coordinate of line, shape, color, form and value. Prerequisite: ART 170 or permission of the instructor. (Upon Request)

ART 172 PAINTING III 3 0 0 3

A chance for individual experimentation and expression in a self-motivated program. The student proposes and solves various relevant painting problems under the direction of the instructor. (Upon Request)

ART 180 HISTORY OF PHOTOGRAPHY 3 0 0 3

A survey of the history of photography through critical viewing and discussion of selected master photographs created since the invention of photography. Emphasis will be on aesthetic, social and political impact of photography in shaping our culture and geography today. Prerequisites: ENG 99 and RED 99. (Upon Request)

ART 190 BASIC PHOTOGRAPHY 3 0 0 3

An introductory course to basic camera operation and the taking of photographs. Technical and creative problems and issues will be explored through field assignments, class discussion and critiques and a brief survey of photography by master photographers. Prerequisites: ENG 99 and RED 99. (D:F,W,S)

ART 194 PHILOSOPHY OF ART 5 0 0 5

An exploration of the question "What is art?" Craft, representation, magic and amusement as well as expression, symbol, thinking and feeling, sensation and imagination and consciousness and truth are ideas that will be examined. Prerequisites: ENG 99 and RED 99. (Upon Request)

ART 207 FILM CRITICISM 5 0 0 5

Films and movies viewed in class will be discussed and critiqued as storytelling and mythmaking vehicles for our time. Ancient myths as retold in modern movies as well as new myths for the post modern age we are now entering will be explored through film viewing and related activities. Prerequisites: ENG 99 and RED 99. (Upon Request)

AST 151 DESCRIPTIVE ASTRONOMY 4 2 0 5

A study of the solar system and phenomena outside the solar system. Topics include the sun, moon, planets, meteors, comets, star systems, galaxies, quasars and black holes. Prerequisite: RED 99. (Upon Request)

AUT 1101 AUTO BODY REPAIR I 5 0 15 10

A presentation of introductory knowledge and basic skills used in repairing and restoring the automobile body. The student learns to make minor repairs by straightening, using body fillers and spot painting with lacquers; removing and replacing moldings and trim; adjusting door, deck and hood fittings; and replacing and adjusting glass and trim. (D:F) (E:F,W)

(AUT 1101A Auto Body Repair I 2 0 9 5)
(AUT 1101B Auto Body Repair I 3 0 6 5)

AUT 1102 AUTO BODY REPAIR II 5 0 12 9

A continuation of AUT 1101 with emphasis on the repair or replacement of panels or parts of panels, replacement of rear clips and the removal and replacement of roof panels. Job cost analysis is also stressed. The student learns to assess automobile damage and make accurate cost estimates by identifying parts to be replaced or repaired; projecting all labor, parts and materials requirements; and computing the total cost. (D:W)(E:Sp,S)

(AUT 1102A Auto Body Repair II 2 0 6 4)
(AUT 1102B Auto Body Repair II 3 0 6 5)

AUT 1103 AUTO BODY REPAIR III 5 0 12 9

Concentration on auto-body painting. The student learns to prepare the automobile by repairing body damage; sanding, masking, priming and sealing; and painting the entire body or spot painting and blending to match. (D:Sp)(E:F,W)

(AUT 1103A Auto Body Repair III 4 0 6 6)
(AUT 1103B Auto Body Repair III 1 0 6 3)

AUT 1104 AUTO BODY REPAIR IV 5 0 15 10

A study of frame repair. The student learns to replace or straighten the frame and body components and make the necessary alignments of body components, frame and suspension systems. Student use of body straightening equipment is included. (D:S)(E:Sp,S)

(AUT 1104A Auto Body Repair IV 3 0 9 6)
(AUT 1104B Auto Body Repair IV 2 0 6 4)

AUT 1110 AUTOMOBILE SHOP SCIENCE 3 2 0 4

A study of the principles of Applied Mechanics as these relate to the automobile including measurement, measuring devices, force and motion, work and energy, simple machines and properties of matter and instrumentation. (D:W)(E:S, Alt.)

AUT 1111 AUTO BODY CERTIFICATION PROCEDURES 3 2 0 4

A study of the procedures and requirements for various certification tests, rapidly becoming required to practice in today's auto body repair industry. Studies include materials, components and applications for testing. (D:Sp)(E:W)

AUT 1161 AUTOMOTIVE ELECTRICAL SYSTEMS 3 0 3 4

An emphasis on replacement, repair and installation of automotive electrical components and wiring. The student learns to read and follow wiring diagrams, test electrical circuits and components, determine damage or malfunction causes and make decisions on the best methods of restoring to proper operation. (D:Sp)(E:Sp,Alt.)

AUT 1171 AUTOMOTIVE DETAILING 2 0 3 3

A study of the methods and procedures used in automotive detail shops. The student also studies about the use of different products used and their safety. Special emphasis is placed on paints and their care. (D:S)(E:S,Alt.)

BIO 112 ENVIRONMENTAL SCIENCE 4 2 0 5

A study of present-day environmental problems including the ecological, medical, social, economic, and political aspects of these problems. Possible solutions and consequences are considered. Prerequisite: RED 99 and BIO 251. (Upon Request)

BIO 155 LOCAL FLORA I 1 2 0 2

An introductory course in the identification of native plants with emphasis on spring wildflowers. Prerequisite: Permission of instructor. (Upon Request)

BIO 156 LOCAL FLORA II 1 2 0 2

An introductory course in the identification of native plants with emphasis on summer wildflowers. Prerequisite: Permission of instructor. (Upon Request)

BIO 157 LOCAL FLORA III 1 2 0 2

An introductory course in the identification of native plants with emphasis on fall wild flowers. Prerequisite: Permission of instructor. (Upon Request)

BIO 213 HUMAN GENETICS 3 2 0 4

A study of the inheritance of human traits involving basic genetic principles and the current knowledge of human genetics. Prerequisite: BIO 251. (Upon Request)

BIO 215 SCIENCE FIELD STUDY 3 2 0 4

A study of local natural history with emphasis on biology, geology, astronomy, local flora and and fauna ecology. Specifically appropriate for those who teach children up to age eight, the course includes lectures, hands-on demonstrations and activities, outdoor labs and field trips. Prerequisite: RED 99. (D:S)

BIO 216 BOTANY I 2 2 0 3

A survey of the plant kingdom including structure, function, reproduction, ecology and taxonomy of the algae, fungi, bryophytes and primitive vascular plants.
Prerequisite: BIO 251 or permission of instructor. (Upon Request)

BIO 217 BOTANY II 2 2 0 3

A survey of the plant kingdom including structure, function, reproduction, ecology, taxonomy and economic importance of the higher vascular plants.
Prerequisite: BIO 251 or permission of instructor. (Upon Request)

BIO 218 ZOOLOGY I 4 2 0 5

A study of Protozoa through the animal phyla Annelida, Arthropoda and Echinodermata with emphasis on taxonomy, morphology, ecology and evolution.
Prerequisite: BIO 251 or permission of instructor. (Upon Request)

BIO 219 ZOOLOGY II 4 2 0 5

A study of Chordata including jawless fish, cartilaginous fish, bony fish, amphibians, reptiles, birds and mammals with emphasis on taxonomy, morphology, ecology and evolution.
Prerequisite: BIO 251 or permission of instructor. (Upon Request)

BIO 220 MICROBIOLOGY I 2 2 0 3

A study of microorganisms including viruses, bacteria, algae, fungi and protozoans. Emphasis will be placed on physical and chemical control, pathogenicity, resistance, genetics and immunity. The course is developed for the everyday work needs of health science technicians. Prerequisite: RED 99 and permission of instructor. (Upon Request)

BIO 221 MICROBIOLOGY II 2 2 0 3

A study of microorganisms including viruses, bacteria, algae, fungi and protozoans. Emphasis will be placed on morphology, physiology, microbial genetics and ecology. Environmental and applied microbiology will be stressed. Prerequisite: RED 99 and permission of instructor. (Upon Request)

BIO 235 EPIDEMIOLOGY 3 0 0 3

A study of organs and their diseases. The course, designed for the medical health technician, includes clinical and practical applications, along with medical terminology directed toward increasing the student's knowledge and competence in the field of epidemiology. Prerequisite: Permission of the instructor. (Upon Request)

BIO 240 SELECTED TOPICS IN BIOLOGY 2 0 0 2

An intensive study of a scientific issue, phenomena or experimental problem based on special interests. Topic will be indicated on individual registration forms and/or quarter schedules. Prerequisite: A general biology course or permission of the instructor. (Upon Request)

BIO 251 GENERAL BIOLOGY I 3 2 0 4

An introduction to cellular biology. Topics include biochemistry, cell morphology and physiology, molecular reproduction, genetics and respiration. Prerequisite: RED 99. (D:F) (E:F,Alt.)

BIO 252 GENERAL BIOLOGY II 3 2 0 4

An introduction to zoology. Topics include a survey of the animal kingdom including taxonomy, morphology, physiology and anatomical relationships with emphasis on the human body. Prerequisite: BIO 251 or permission of instructor. (D,E:W,Alt.)

BIO 253 GENERAL BIOLOGY III 3 2 0 4

An introduction to botany and ecology. Topics include a survey of the plant kingdom with emphasis on taxonomy, physiology and anatomical relationships and photosynthesis. Also included is a study of interrelationships of organisms and the environment and man's impact on the biosphere. Prerequisite: BIO 251 or permission of instructor. (D,E:Sp,Alt.)

BIO 245 BIOTECHNOLOGY 4 2 0 5

Theory and practice of modern genetic engineering technology. Topics include rapid plasmid isolation, DNA purification, electrophoresis, restriction enzyme use, basic cloning and the use of DNA fingerprinting. Prerequisite: BIO 251 or 210 and permission of instructor. (Upon Request)

BIO 270 FUNDAMENTALS OF ANATOMY I 3 2 0 4

An introductory course in the normal structure and function of the human body for non-nursing students. Topics will include the skeletal, muscular, circulatory, respiratory, urinary, integumentary, digestive, endocrine and reproductive systems. Prerequisite: RED 99. (D:W)

BIO 280 ANATOMY AND PHYSIOLOGY I 3 2 0 4

An introductory course in the normal structure and function of the human body. Content is designed to provide knowledge and understanding of the integumentary and musculoskeletal systems as well as the basic cellular physiology of tissues. Interrelationships between these organ systems and their tissues are emphasized. Basic principles of chemistry are introduced and integrated throughout the course. Prerequisite: BIO 251 with grade of C or better or 1 year of high school biology in the last 5 years with a grade of C or better. (Upon Request)

BIO 281 ANATOMY AND PHYSIOLOGY II 3 2 0 4

A continuation of BIO 260. Topics include nervous, endocrine, cardiovascular and respiratory systems. Prerequisite: BIO 280. (Upon Request)

BIO 282 ANATOMY AND PHYSIOLOGY III 3 2 0 4

A continuation of BIO 261. Topics include lymphatic, digestive, urinary, sensory and reproductive systems. Prerequisite: BIO 281. (Upon Request)

BIO 285 HUMAN PHYSIOLOGY 2 2 0 3

An advanced study of the functions of human organ systems, emphasizing their relationships and the role of each in homeostasis and the maintenance of life. Prerequisite: BIO 282. (Upon Request)

BPR 1101 BLUEPRINT READING I 2 6 0 5

A study which combines blueprint reading and quantitative estimating to familiarize the student with drawing techniques, methods of quantity-take-off and use of the scale in sketching. (D:Sp)

BPR 1107 BLUEPRINT READING: MECHANICAL 1 2 0 2

Further practice of interpretation of blueprints as they are used in industry: study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes. (E:F)

BPR 1120 BLUEPRINT READING I 2 0 3 3

An introduction to the principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches is required. (E:Sp)

BPR 1121 BLUEPRINT READING II 2 0 3 3

An interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. The student is required to produce schematics, diagrams and plans for electrical installations using appropriate symbols and notes according to the applicable codes. (E:F)

BPR 1130 BLUEPRINT READING 0 2 0 1

A thorough study of the trade drawings in which welding procedures are indicated. The interpretation, use and application of welding symbols, abbreviations and specifications are stressed. (D:W)(E:Sp)

BUS 100 INTRODUCTION TO BUSINESS 3 0 0 3

An introduction to the world of modern business with emphasis on American business foundations, starting a business, managing organizations, marketing for today's consumer, financing business ventures, decision making aids for business and career opportunities. Corequisite: RED 92. (D,E:F)

BUS 130 PERSONAL DEVELOPMENT 3 0 0 3

A focus on the development of a pleasing personality appropriate to job success. Emphasis is also placed upon personal hygiene and health, good grooming, suitable makeup and appropriate dress for the office. Corequisite: RED 99. (D:Sp)

BUS 131 PERSONAL FINANCE 3 0 0 3

An introduction to ways and means of managing private income. Topics include budgeting, savings, insurance, stocks and bonds and real estate. Prerequisite: RED 99. (D:S)

BUS 132 PRINCIPLES OF SUPERVISION 3 0 0 3

An introduction to the basic responsibilities and duties of the supervisor and his/her relationship to superiors, subordinates and associates. Methods of supervision are also covered. Prerequisite: RED 99. (D:Sp)(E:F, Alt.)

BUS 181 BUSINESS LAW I 3 0 0 3

A survey of legal principles and fundamentals as they relate to the business world. The constitution, contracts and various agencies are discussed. Prerequisite: RED 99. (W,D) (E:W,Alt.)

BUS 182 BUSINESS LAW II 3 0 0 3

A continuation of BUS 181 with emphasis on laws pertaining to partnership, corporation, property rights, bailments, sales riskbearing and mortgages. Prerequisite: BUS 181. (D:Sp)(E:Sp,Alt.)

BUS 208 ISSUES OF MANAGEMENT 3 0 0 3

A presentation of a variety of topics that highlight contemporary problems and issues. Use of case studies and group discussion are used extensively. Prerequisite: RED 99. (D:Sp)(E:Sp, Alt.)

BUS 221 ORGANIZATIONAL BEHAVIOR 3 0 0 3

A study of individual and small group behavior in a business organization with emphasis on how this knowledge is reflected in current management theories. The understanding of why employees behave the way they do and how to use this development to either maintain or change behavior is stressed. Prerequisite: RED 99. (D:F)(E:F,Alt.)

BUS 234 MANAGEMENT 3 0 0 3

Information about the major functions of management and the skills that lead to managerial success. Topics include planning, organizing, directing and controlling. Prerequisite: RED 99. (D:F)(E:F,Alt.)

BUS 240 PERSONNEL MANAGEMENT 3 0 0 3

An introduction to personnel operations with emphasis on the scientific management of manpower. Topics include recruitment, selection, placement, training, promotion, employee services and health and safety. Prerequisite: BUS 234 or permission of the instructor. (Upon Request)

BUS 245 SMALL BUSINESS OPERATIONS 3 0 0 3

An introduction to the problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business and employer-employee relations. Prerequisite: permission of instructor. (D:F)

BUS 247 PRESENTATION GRAPHICS 2 2 0 3

Instruction in creating effective presentations for business professionals will be the focus of this class. Creating charts such as bar, line, pie, area, curve and trend line charts will be covered. Organization charts, title charts, bullet charts and column charts will be developed. The use of drawing tools to enhance charts and create screen shows will be presented and utilized by the student. Students will also gain an understanding of how to import data from spreadsheets to create presentations. Prerequisites: CAS 100, RED 99. (D:Sp)

BUS 262 FINANCE I 3 0 0 3

A detailed study of short-term, long-term and consumer financing as they apply to proprietary business, partnership, corporation, business units and trusts. Prerequisite: MAT 150 or permission of the instructor. (D:W)(E;F,Alt.)

BUS 263 FINANCE II 3 0 0 3

A continuation of BUS 262 with emphasis on corporate financial decision-making. Prerequisite: BUS 262. (D:Sp)(E:W,Alt.)

BUS 271 BUSINESS COMMUNICATIONS I 3 0 0 3

This course deals with the fundamentals of business writing. Basic patterns for writing a variety of business letters and memoranda will be examined. Prerequisite: ENG 152. (E:F, Alt.)

BUS 272 BUSINESS COMMUNICATIONS II 3 0 0 3

This course is a continuation of BUS 271. The fundamentals of report writing will be examined. An overview of the technology that can assist with business communication will also be discussed. Prerequisite: BUS 271. (D,E:W,Alt.)

BUS 1103 SMALL BUSINESS OPERATIONS 3 0 0 3

An introduction to the problems of small business operations, basic business law, business forms and records, financial problems, job costing, ordering and inventorying, layout of equipment and shops, methods of improving business and employer-employee relations. (D:F) (E:S,Alt.)

CAS 100 INTRODUCTION TO COMPUTERS 2 2 0 3

An introductory course in data processing and applications software designed for the student with little or no computer experience. Emphasis is placed on providing practical exposure to the operations of microcomputer systems and applications software. Topics include: data processing concepts, word processing, electronic spreadsheets, business graphics, database management systems. (D:F,W,Sp,S) (E:F,W,Sp)

CAS 107 SPREADSHEET PROCESSING 2 2 0 3

Practical training in the use of applications software. Emphasis is placed on the use of electronic spreadsheets in implementing worksheet analysis, database management and business graphics. Prerequisite: CAS 100 or permission of the instructor. (D:Sp,W)(E:F)

CAS 108 ADVANCED SPREADSHEET PROCESSING 2 2 0 3

A continuation of CAS 107-Spreadsheet Processing. The examination of worksheet analysis, database management and business graphics will continue. The emphasis will be on macro development in the spreadsheet environment. Prerequisite: CAS 107 and either CSC 102 or permission of the instructor. (D:Sp)(E:W,Alt.)

CAS 111 MICRO-DATA MANAGEMENT 2 2 0 3

Instruction in database management. Topics include database design and applications for generating business reports such as mailing lists and inventory control. Prerequisite: CAS 100 or permission of the instructor. (D:W,S) (E:S,Alt.)

CAS 120 DESKTOP PUBLISHING 2 2 0 3

Upon completion of this course students should be able to plan, markup and produce a job with varied format; set copy to specifications using a microcomputer, proofread and make corrections on a microcomputer with laser printer. Prerequisite: RED 99. (D:W)

CAS 121 MULTI-MEDIA 2 2 0 3

This course examines the many different enhancements available in computer interaction. Upon completion of this course the student should be able to; interact with CD-ROM, set up computer displays, and use sound applications. Prerequisite: CSC 155. (D:W)(E:W,Alt.)

CHM 151 APPLIED CHEMISTRY FOR THE HEALTH SCIENCES 4 2 0 5

A study designed for the health science technician. The intent of the course is to increase the student's knowledge of general, organic and biochemistry. Topics include use of the periodic chart, atomic structure, bonding, acid-based reactions, hydrocarbons, chemistry of living organisms and clinical and practical applications of chemistry. Prerequisite: RED 99. (Upon Request)

CHM 251 GENERAL CHEMISTRY I 3 2 0 4

An introduction to general chemistry. Topics include the properties of matter, simple atomic theory, chemical compounds, chemical reactions and the chemical situation, properties of gases, heat and thermodynamics, atmospheric gases and hydrogen, electrons, chemical bonding, chemical equilibrium, chemical kinetics and chemical reactions in aqueous solutions. Prerequisites: MAT 151 and RED 99 or permission of instructor. (Upon Request)

CHM 252 GENERAL CHEMISTRY II 3 2 0 4

A continuing study of general chemistry. Topics include thermochemistry, electrons in atoms, the periodic table and solutions and their physical properties. Prerequisite: CHM 251. (Upon Request)

CHM 253 GENERAL CHEMISTRY III 3 2 0 4

A continuing study of general chemistry. Topics include the principle of chemical equations, the study of acids and bases, entropy and the theory of chaos, electrochemistry and the examination of metals and nonmetal elements. Prerequisite: CHM 252. (Upon Request)

CJC 100 BASIC LAW ENFORCEMENT TRAINING 16 0 30 26

The North Carolina Criminal Justice Education and Training Standards Commission requires all law enforcement officers to complete a Commission-approved training course. CJC 100 satisfies that requirement and prepares the student for the state comprehensive examination administered by the Commission at the conclusion of the course. Total contact hours are mandated by the North Carolina General Assembly. Prerequisite: As set forth in Chapter 12 Section 9 of the N.C. Administrative Code. (Upon Request)

CJC 113 INTRODUCTION TO CORRECTIONS 3 0 0 3

An examination of the total correctional process from law enforcement through the administration of justice: the trial process, probation, prisons and correctional institutions, and parole. The course also treats correctional history and philosophy. Prerequisite: CJC 151. (D,E:S)

CJC 123 MOTOR VEHICLE LAW 3 0 0 3

A study of traffic enforcement codes with primary emphasis on North Carolina law relating to motor vehicles. Prerequisite: CJC 153 or full-time Law Enforcement Officer status.

CJC 125 CONSTITUTIONAL LAW 3 0 0 3

An introduction of the nature and scope of judicial review; the distribution of powers in the federal system; and limitations on governmental power as pertains to the protection of liberty and property. A review of precedent setting Supreme Court decisions in the criminal justice field. Prerequisite: RED 99. (D,E:S)

CJC 140 Substance Abuse 3 0 0 3

A preparation for the student to identify and classify drugs. Emphasis is placed on the effects of drugs on the human body as they relate to investigation techniques in drug-related cases. Prerequisite: RED 99. (D,E:Sp)

CJC 141 Community Relations/Ethics 3 0 0 3

An examination of community structures with respect to minority groups, peer groups, socioeconomic groups, leader groups and group relations. Emphasis is placed on the organization and function of these groups as they relate to criminal justice-protective services. Prerequisite: PSY 101 and SOC 101 or permission of the instructor. (D,E:W)

CJC 142 Community Based Correction 3 0 0 3

An examination of community resources that can be utilized in the correctional process. The roles of vocational rehabilitation centers; alcohol detoxification units; welfare services; child guidance and mental health clinics; employment services; and private volunteer, professional assistance, legal aid, and other pertinent services are explored. Prerequisite: CJC 113. (D,E:F)

CJC 151 Introduction to Criminal Justice 5 0 0 5

A familiarization of the fundamental characteristics of the criminal justice system. Topics include the philosophy and history of law enforcement, legal limitations in our society, the primary duties and responsibilities of the various agencies and the basic processes of justice. The current status of the profession is evaluated. (D,E:F)

CJC 152 Criminology 5 0 0 5

An introduction to the causes of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, punishment and correctional administration are discussed. Prerequisite: RED 99. (D,E:W)

CJC 153 Criminal Law I 5 0 0 5

A basic legal background for the student seeking to enter the criminal justice field. Examines historical development, philosophy, nature, societal purpose and principles of substantive criminal law. Prerequisite: RED 99. (D,E:W)

CJC 154 Criminal Law II 3 0 0 3

The sequence of procedures that occur from arrest to final disposition of the case. Emphasis is placed on constitutional rights and federal and state laws as they apply to the due process procedure. Prerequisite: CJC 153. (Upon Request)

CJC 171 Introduction to Law Enforcement 5 0 0 5

A definition and description of the purpose and types of patrols and the use of police vehicles on patrol. The student is given the opportunity to sharpen powers of perception and observation concerning persons, places and things. Vehicle stops, control of occupants and use of personal protective weapons are covered. Prerequisite: RED 99. (D,E:Sp)

CJC 172 Police Operations 1 0 6 3

A study of the newest techniques in undercover operations, use of informants and surveillance and state-of-the-art equipment. Usage and practical applications of equipment are covered. Accepted procedures for observation, perception, notetaking, report writing, identification, description of persons and property, field interrogation and techniques and tactics by type of call are defined. The student is required to perform a call response and complete an affidavit and search warrant. Prerequisite: CJC 171. (Upon Request)

CJC 210 JUVENILE DELINQUENCY 3 0 0 3

A general survey of juvenile delinquency as an individual and social problem. Topics include theories of delinquency causes, methods of correction and prevention and a general overview of the juvenile court. Prerequisite: CJC 152. (D,E:Sp)

CJC 211 REHABILITATION 3 0 0 3

An exploration of different avenues of rehabilitation with emphasis on innovative techniques. Prerequisite: PSY 101; SOC 101; CJC 113. (Upon Request)

CJC 221 CIVIL AND CRIMINAL LEGAL RESPONSIBILITY 3 0 0 3

A definition of the civil and criminal responsibility of security organizations and security personnel. Control and supervision techniques are also covered. Prerequisite: CJC 125. (D,E:W)

CJC 222 CORRECTION LAW 3 0 0 3

A familiarization of specific laws pertaining to correction, care, custody and control. Prerequisite: CJC 125. (Upon Request)

CJC 225 VICTIMOLOGY 4 0 0 4

An introduction to the study of victims of crime with emphasis on the role of the victim, characteristics of crime victims, conflicts between victims and the criminal justice system and available assistance to victims. Prerequisite: RED 99. (D,E:W)

CJC 231 CRIMINAL JUSTICE RESEARCH METHODS 3 0 0 3

An introduction to research fundamentals with emphasis on resources available at the local and state level. The student participates in topic search and preparation. Corequisite: Enrollment in CJC 252 or permission of instructor. (D,E:S)

CJC 237 CRIMINAL INVESTIGATION 3 0 0 3

An introduction to the fundamentals of investigation. Emphasis is placed on recognizing, collecting and preserving evidence; sources of information; interviewing and interrogating; case preparation; and court presentation. Prerequisite: CJC 251. (D,E:F)

CJC 238 CRIMINALISTICS 2 4 0 4

An introduction to the forensic aspects of police science. Crime lab procedures and legal requirements regarding the handling and evaluation of physical evidence are emphasized. All students participate in a simulated evidence examination. Prerequisite: CJC 237. (D,E:F)

CJC 242 CRIMINAL JUSTICE ISSUES 3 0 0 3

A study designed to provide the student firsthand perspectives on the inter-relationships between criminal justice issues and American (particularly regional) social structures. An in-depth research project culminates in a finished report. The nature of the study is reached by mutual agreement between the students and the instructor. Prerequisite: Permission of the department head: Corequisite: CJC 231. (D,E:S)

CJC 251 COURT PROCEDURES/ EVIDENCE 5 0 0 5

A foundation course designed to familiarize the student with the different types of evidence and their status in law. Course content includes basic rules of evidence, procedures used in gathering and identifying evidence and the importance of current court decisions. Prerequisite: CJC 125. (D,E:W)

CJC 252 CRIMINAL JUSTICE ORGANIZATION & MANAGEMENT 5 0 0 5

An introduction to principles of organization and administration. Coverage includes personnel management, police management, training, communications, records, property maintenance and miscellaneous services. Prerequisite: CJC 171. (D,E:S)

CJC 261 CRIME SCENE INVESTIGATION 3 0 0 3

An emphasis on the importance of identifying and properly marking types of evidence at a crime scene and establishing a legal chain of evidence. The student is instructed in the various ways of preserving and packaging evidence for shipment to a crime lab. Prerequisite: CJC 237. (Upon Request)

CJC 270 POLICE TECHNIQUES 1 0 6 3

An introduction to the forensic aspects of police science. Crime lab procedures and legal requirements regarding the handling and evaluation of physical evidence are emphasized. All students participate in a simulated evidence examination. (Upon Request)

COE 101-106 (CO-OP PART-TIME WORK EXPERIENCE (PARALLEL PLAN)

Through the Cooperative Education Program, the students work on a part-time basis in a position related to his or her program of study and for an employer selected and/or approved by the College. Grades will be determined by evaluations from the employers, faculty advisor, and Vice President of Academic Services.

Credit 1-2 Hours/Quarter
Contact 10-20 Hours/Weekly

Prerequisite: Full Admission to the Co-op Program; a minimum of one quarter at MCC with minimum G.P.A. of 2.0. (D,E:F,W,Sp,S)

COS 1001 SCIENTIFIC STUDY I 4 4 0 6

A classroom-oriented introduction to professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, skin and disorders pertaining to the hair, scalp and skin. (D,E:F)

COS 1002 SCIENTIFIC STUDY II 4 4 0 6

A continuation of COS 1001 with emphasis on skin, scalp, hair, nails and their disorders; permanent waving; chemical hair relaxing; chemical blowout; hair pressing; hairdressing; wigs; hair coloring; and salesmanship. (D,E:W)

COS 1003 SCIENTIFIC STUDY III 1 4 0 3

A continuation of COS 1002 with emphasis on anatomy, manicuring, chemistry, cosmetics, facials and hair styling. (D,E:Sp)

COS 1004 SCIENTIFIC STUDY IV 1 8 0 5

A continuation of COS 1003 with emphasis on chemistry, sanitation, sterilization, hair coloring, lash and brow tinting, artistry in hair styling, electricity, cold waving and hair shaping. (D,E:S)

COS 1010 MANNEQUIN PRACTICE 4 0 15 9

A study of fingerwaving, pin curling, rollers, marcelling, hair relaxing, shampooing and rinses, preparation for draping, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking and wig care and styling. (D,E:F)

(COS 1010A Mannequin Practice 2 0 3 3)
(COS 1010B Mannequin Practice 2 0 3 3)
(COS 1010C Mannequin Practice 0 0 9 3)

COS 1020 CLINICAL APPLICATION I 5 0 15 10

A study of live model performance utilizing laboratory practice to develop skills and understanding of techniques and applicants in the areas of bacteriology, pin curling, fingerwaving, rollers, permanent waving, chemical hair relaxing, chemical blowout, hair pressing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring and hair cutting. (D,E:W)

(COS 1020A Clinical Application I 2 0 3 3)
(COS 1020B Clinical Application I 2 0 3 3)
(COS 1020C Clinical Application I 1 0 9 4)

COS 1021 CLINICAL APPLICATION II 1 0 18 7

A continuation of COS 1020 with emphasis on techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics/facials, hair styling, hair coloring and scalp treatments. (D,E:Sp)

(COS 1021A Clinical Application II 0 0 6 2)
(COS 1021B Clinical Application II 1 0 9 4)
(COS 1021C Clinical Application II 0 0 3 1)

COS 1022 CLINICAL APPLICATION III 1 0 18 7

A continuation of COS 1021 with emphasis on chemistry, sanitation, sterilization, hair coloring, lash and brow tinting, artistry in hair styling, cold waving and hair shaping. (D,E:S)

(COS 1022A Clinical Application III 1 0 9 4)
(COS 1022B Clinical Application III 0 0 9 3)

COS 1023 CLINICAL APPLICATION IV 1 0 12 5

A continuation of COS 1022 with particular emphasis on laboratory practice in sanitation, sterilization, artistry in hair coloring, permanent waving, hair styling and hair shaping. (D,E:F)

(COS 1023A Clinical Application IV 1 0 3 2)
(COS 1023B Clinical Application IV 0 0 9 3)

COS 1040 CLINICAL APPLICATION V 2 0 15 7

An intensified study of manicuring practices toward equipment and implement preparation and use, cosmetics and composition of cosmetics used in manicuring, nail reconditioning, artificial nail application, identification of nail abnormalities and diseases and proper procedures for professional manicuring. (D,E:F)

(COS 1040A Clinical Application V 1 0 6 3)
(COS 1040B Clinical Application V 1 0 9 4)

COS 1104 COSMETOLOGY BUSINESS PRACTICES 3 0 0 3

An introduction to the practical business and communication needs as they apply to the cosmetologist as a salon owner, stylist or apprentice. Salon types, financing, marketing, personnel management and stock controlling are emphasized. Skills in personal communication are developed by instruction and practice in proper telephone manners, group decision-making, patron communication, listening and information distribution. (D,E:Sp)

COS 1125 ART DESIGN 3 0 0 3

This course will present to the cosmetology student or licensed cosmetologist an overview of the design concepts and principles needed to create interesting and effective hair designs. During class meetings, design principles and/or concepts will be presented, defined and demonstrated. Students will be given assignments relating to these concepts. A midterm project and final presentation will be critiqued in the class. (D,E:F)

COS 3004 COSMETOLOGY INSTRUCTOR TRAINING I 7 0 0 7

A comprehensive approach to introducing the licensed cosmetologist to the requirements of the Cosmetology Instructor Training Program and the North Carolina State Board of Cosmetic Arts. The course content includes orientation, theories of education, unit planning, daily lesson planning, clinic management and evaluation under the supervision of the licensed cosmetology instructor. Prerequisite: Be a licensed cosmetologist with six months of experience. (D:S)

COS 3005 COSMETOLOGY INSTRUCTOR TRAINING: PRACTICUM I 0 0 30 10

This course will require in-depth applications of teaching theory in the actual practice teaching of cosmetology. Emphasis is on practical demonstrations and clinical management under the direct supervision of the licensed cosmetology instructor. Prerequisite: Be a licensed cosmetologist with six months of experience. (D:Sp)

COS 3022 COSMETOLOGY INSTRUCTOR TRAINING II 7 0 0 7

A continuation of Cosmetology Instructor Training COS 3004 with emphasis on developing and conducting theory classes from prepared lesson plans; preparing and giving examinations; and giving practical demonstrations under the direct supervision of the cosmetology instructor. Prerequisite: Be a licensed cosmetologist with six months of experience. (D:F)

COS 3023 COSMETOLOGY INSTRUCTOR TRAINING: PRACTICUM II 0 0 30 10

A continuation of Cosmetology Instructor Training COS 3004, COS 3005 and COS 3022. This course will require in-depth applications of teaching theory in the actual practice of teaching of cosmetology under the direct supervision of the licensed cosmetology instructor. Emphasis is on conducting theory classes from prepared lesson plans; preparing and giving examinations; and giving practical demonstrations. The cosmetology teacher trainee will compile a notebook of appropriate materials prepared by the trainer, e.g., lesson plans, examinations and unit plans. Prerequisite: COS 3004, COS 3005, COS 3022. (D:W)

CSC 102 INTRODUCTION TO INFORMATION SYSTEMS 3 2 0 4

An emphasis on fundamental principles and concepts of information systems. Coverage includes: information systems terminology, history of information systems, the computer and society and program development. The students will learn to develop flowcharts using structured programming techniques. Laboratory experience will involve flowcharting program exercises and research exercises. Prerequisites: RED 99, MAT 99. (D,E:F)

CSC 151 BASIC PROGRAMMING I 2 2 0 3

A course for the student to learn to design, code and test business-oriented programs using the BASIC computer language. Structured programming techniques are stressed. Prerequisite: CSC 102. (D,E:W)

CSC 152 BASIC PROGRAMMING II 2 2 0 3

A continuation of CSC 151. The student is exposed to advanced programming techniques. Prerequisite: CSC 151. (D,E:Sp)

CSC 155 PC OPERATING SYSTEMS 3 2 0 4

A study of PC Operating Systems. This class will examine the MS-DOS and Microsoft Windows operating systems. The student will gain insight into the programs which comprise these operating systems. Lab experience will involve utilizing these two operating systems. Prerequisites: CAS 100, RED 99. (D:Sp)(E:Sp,Alt.)

CSC 170 COMPUTER MAINTENANCE & INSTALLATION 2 2 0 3

Upon completion of this course, students should be able to identify the components of a microcomputer system; use diagnostic software to aid in troubleshooting; and properly install new hardware and software. Prerequisite: CSC 102. (D:Sp)

CSC 200 INFORMATION SYSTEMS 3 0 0 3

This course examines the approaches and techniques employed at the strategic, managerial and operational levels. Upon completion of this course, the student should be able to identify special information needs at the different levels of management and be able to discuss possible solutions to the informational needs. Prerequisites: CSC 155, RED 99. (D:F)

CSC 201 INTRODUCTION TO AI 3 0 0 3

A class in Artificial Intelligence. Upon completion of this course students should be able to discuss the basic concepts and procedures in the development of Artificial Intelligence Systems. The emphasis will be on Expert Systems. Prerequisite: CSC 200. (Upon Request)

CSC 211 DATA BASE PROGRAMMING 3 2 0 4

Upon completion of this course, the students should be able to design a relational data base and design code, test, and implement data base applications for business. Prerequisite: CAS 111 and either CSC 102 or CSC 151. (D:F)(E:F,Alt.)

CSC 259 SYSTEMS DESIGN & ANALYSIS I 2 2 0 3

An opportunity for the student to gain understanding of the duties and responsibilities of the system analyst. The specific methods and techniques for conducting a systems project are examined. The student will document all phases of a system's analysis and design. Prerequisite: CSC 162 or CSC 252. (D:W)(E:W, Alt.)

CSC 260 SYSTEMS DESIGN & ANALYSIS II 2 2 0 3

An opportunity for the student to apply the concepts and techniques that have been acquired in previous courses. The student will work in approved groups. The groups will design, develop and document a complete software package. Prerequisite: CSC 259. (D:Sp)(E:Sp,Alt.)

CSC 270 LOCAL AREA NETWORKS 3 2 0 4

A study of LANs. This class will examine the advantages and disadvantage of LANs. Upon completion of this course, students should be able to discuss the characteristics of a local area network; install and maintain a local area network and interconnect local area networks. Prerequisite: CSC 170. (D:S)

CSC 271 ADVANCED NETWORK CONCEPTS 3 2 0 4

A continuation of CSC 270 Local Area Networks. This course will examine Wide Area Networks and how they interact with Local Area Networks. Prerequisite: CSC 270. (Upon Request)

CSC 280 C Programming I 3 2 0 4

Upon completion of this course, the students should be able to design, code, test, and implement a variety of business and industrial application programs using the C language. Structured programming is emphasized. Prerequisite: CSC 102 or CSC 151. (D:W)(E:W,Alt.)

CSC 281 C Programming II 3 2 0 4

A continuation of CSC 280 C Programming I. Advanced techniques are examined. Prerequisite: CSC 280. (D:Sp)(E:Sp,Alt.)

DFT 109 Introduction to CADD 0 6 0 3

This course will examine the fundamentals of Computer-Aided Drafting and Design for engineering and technical applications. Included will be techniques of mechanical, electronics and architectural drafting on the computer. Topics will include creation, editing and manipulation of drawings as well as the use of layers, levels and file management. (D:Sp)(E:S)

DFT 1105 Mechanical Drafting 1 2 0 2

A practical approach to the development of competencies in drafting technology. Coverage includes techniques and principles of drafting and the operation of drafting equipment and instruments. (D:W)(E:Sp)

ECO 201 Economics 3 0 0 3

An introductory analysis of current socio-economic issues. Topics include government regulations, poverty, energy, pollution, unemployment, inflation, crime and comparisons of major economic systems. Prerequisite: RED 90. (D:Sp)

ECO 251 Principles of Economics I 3 0 0 3

A study of the present world economic systems with emphasis on the principles of microeconomics—individual and social choices, trade specialization, supply and demand, and prices; macroeconomics—the creation of money, spending cycles, product output, and national income cycles. Prerequisite: RED 99. (D:F)(E:F,Alt.)

ECO 252 Principles of Economics II 3 0 0 3

A continuation of ECO 251 with emphasis on macroeconomics. Topics include national income, components of the spending stream and comparisons of Keynesian and monetary theory as these apply to inflation, unemployment, economic stabilization, income distribution and consumer choice. Prerequisite: ECO 251. (D:W)(E:W,Alt.)

ECO 253 Principles of Economics III 3 0 0 3

A continuation of ECO 252 with emphasis on microeconomics. Topics include theory of the firm, cost and revenue analysis, the optimizing of business decisions and real-world markets' impact on social choices. Prerequisite: ECO 252. (D:Sp)(E:Sp,Alt.)

EDU 108 Technology in Education 3 2 0 4

An orientation to audio-visual equipment and materials, and an introduction to the use of computer-aided instructional software (CAI) relevant to the early childhood field. Maintenance of machines and software in field settings is stressed. Prerequisite: RED 98. (D:S)

EDU 113 Early Childhood Overview 3 0 0 3

This course provides opportunities to investigate the field of early childhood education. Topics include the history of the early childhood movement, qualities and roles of the caregiver and professional ethics. (D:F)

EDU 122 CHILD HEALTH, SAFETY, AND NUTRITION 3 0 0 3

This course will introduce the factors influencing a young child's health. Emphasis will be placed on safety precautions and treatment procedures, and nutrition concepts and requirements. Prerequisite: RED 98. (D:Sp)

EDU 123 EARLY CHILDHOOD PRINCIPLES AND PRACTICES 3 0 0 3

This course focuses on the components of the early childhood curriculum. Topics include the importance of play in the early childhood environment, developmentally appropriate experiences, and developing appropriate, environments and various types of early childhood programs/curricula. Prerequisite: RED 98. (D:W)

EDU 125 CREATIVE ACTIVITIES IN EARLY CHILDHOOD 5 0 3 6

This course emphasizes the use of creative activities for children in art, music, movement and dramatics. Topics include creative learning environments, planning, and implementing developmentally appropriate teaching materials for the classroom. Prerequisite: RED 98. (D:Sp)

EDU 131 INTRODUCTION TO EARLY CHILDHOOD EDUCATION: CHILD CARE CREDENTIAL I 3 0 0 3

This course provides the first half of instruction necessary to qualify for the NC Child Care Credential. Areas of study include introduction to the child care profession, child growth and development and getting to know the whole child. Prerequisite: NONE. (D,E:F)

EDU 132 INTRODUCTION TO EARLY CHILDHOOD EDUCATION: CHILD CARE CREDENTIAL II 3 0 0 3

This course provides the second half of instruction necessary to qualify for the NC Child Care Credential. Areas of study include developmentally appropriate practices, positive guidance and providing a safe and healthy environment. Prerequisite: NONE. (D,E:W)

EDU 150 SEMINAR PRACTICUM: PRESCHOOL ENVIRONMENT 1 0 10 2

This supervised practicum experience gives the student an opportunity to apply age- appropriate principles of child development, relationships and learning in a preschool environment. The seminar gives the student an opportunity to evaluate practical experiences and to discuss curriculum components. Prerequisite: Approval of Department Chair. (D:W)

EDU 207 INFANT/TODDLER DEVELOPMENT AND ACTIVITIES 3 0 0 3

This course emphasizes the skills needed to effectively implement group care for infants/ toddlers. Topics include principles of child development and developmentally appropriate practices. Prerequisites: RED 98, EDU 123. (D:W)

EDU 209 BEHAVIOR MANAGEMENT 3 0 0 3

This course presents guidelines for positive child guidance and includes the study of behavior management as an educational tool. Students will explore strategies for guiding behavior using productive and positive techniques. Prerequisite: EDU 123. (D:S)

EDU 216 COMMUNICATION ACTIVITIES IN EARLY CHILDHOOD 5 0 3 6

This course is designed to teach methods of developing communication skills in children. Emphasis will be placed on the basic components of the language arts speaking, listening, writing and reading (beginnings of literacy) and their interrelatedness. Prerequisite: RED 98. (D:F)

EDU 217 EXPLORATION ACTIVITIES IN EARLY CHILDHOOD 5 0 3 6

This course is an introductory study of discovery experiences in science, math and social studies. Topics will include concepts, facts, phenomena and skills in each area which young children think about, discover and develop. Prerequisite: RED 98. (D:W)

EDU 219 CHILDREN'S LITERATURE 3 0 0 3

This course is a study of literature for young children. Topics include criteria for evaluating the literary value of children's books and strategies for sharing literature with young children. Prerequisite: EDU 123. (D,E:Sp)

EDU 223 WORKING WITH THE CHILD'S FAMILY AND COMMUNITY 3 0 0 3

This course studies the relationship among the family and programs for children/school and community. Topics will include study of the family's influence on the child, the interaction between the family and the caregiver/teacher associate and the role of the caregiver/teacher associate in assisting families with their children and community resources which serve children and their families. Corequisite: RED 98. (D:S)

EDU 225 WORKING WITH CHILDREN WITH SPECIAL NEEDS 3 0 0 3

This course is an introduction to working with children who have special needs. Topics include identification, causes, assessment, intervention strategies and techniques and support services. Prerequisite: Approval of Department Chair. (D:S)

EDU 231 EARLY CHILDHOOD CURRICULUM PLANNING 5 0 0 5

This course reviews major elements of early childhood curriculum planning. Topics include assessment of children and curriculum, instructional planning, scheduling and environment design. Prerequisite: EDU 123 or Approval of Department Chair. (D:F)

EDU 232 CHILD CARE ADMINISTRATION 3 0 0 3

This course presents policy and procedures for operation of group care for children. Topics include principles of supervision, budgeting and funding, relationships with services and regulatory agencies and state licensing guidelines. This course meets the NC Division of Child Development's requirements of child day care administrators. Prerequisite: Approval of Department Chair. (D:Sp)

EDU 260 SEMINAR PRACTICUM: SPECIAL NEEDS ENVIRONMENT 1 0 10 2

This supervised practicum experience gives the student an opportunity to apply age-appropriate principles of child development, relationships and learning in a special needs environment. The seminar gives the student an opportunity to evaluate practical experiences and to discuss curriculum components. Prerequisite: EDU 225 or Approval of Department Chair. (D:F)

EDU 280 Internship 2 0 20 4

This supervised internship gives the student an opportunity to apply age-appropriate principles of child development relationships and learning in a selected early childhood or elementary environment. The seminar gives the student an opportunity to evaluate practical experiences and to discuss curriculum components. Prerequisite: Approval of Department Chair. (D:Sp)

EGY 120 U.S. Energy: An Assessment 4 0 0 4

An assessment of the conventional and an examination of the unconventional energy sources native to the United States as they apply to the economy, to the consumer, to national defense and to foreign policy. Prerequisite: RED 99. (Upon Request)

ELC 1100 Electrical Machinery Maintenance 3 4 0 5

A course to acquaint the student with the basic fundamentals of installation, maintenance and repair of machines. Miscellaneous electrical mechanical, hydraulic, pneumatic and lubrication devices are installed and maintained. Methods of rigging and machine installation, including location, leveling and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances are stressed for prestart inspection. (Upon Request)

ELC 1101 Direct Current 3 4 0 5

A study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. Analysis of direct current circuits by Ohm's Law and Kirchoff's law and a study of the sources of direct current voltage potentials are included. (D,E:F)

ELC 1102 Alternating Current 2 4 0 4

A presentation of the fundamental concepts of alternating current flow, reactance, impedance, phase angle, power and resonance with an analysis of alternating current circuits. (D,E:W)

ELC 1105 Residential Wiring I 3 0 9 6

Instruction and application in the fundamentals of blueprint reading, planning, layout and installation of wiring in residential applications. Services, switchboards, lighting, fusing, wire sizes, branch circuits and conduits are emphasized. National Electrical Code regulations are demonstrated in actual building mock-ups. (E:S)

ELC 1106 Residential Wiring II 2 0 6 4

A continuation of ELC 1105 with coverage of such special purpose outlets as heating units, pumps, dryers, appliances and electric heating. (E:F)

ELC 1107 Power Distribution 4 4 0 6

A study of design and electrical distribution systems for power, lighting, heating, services, switchboards, controls and power panels, motor control centers, unit substations, low and high voltage switchgear and underground systems. (E:Sp)

ELC 1109 Commercial Wiring 1 0 6 3

An examination of wiring and installation of wiring systems in commercial complexes with emphasis on layout, planning blueprint reading, NEC, conduit preparation and installation of simple systems. (E:W)

ELC 1110 INDUSTRIAL WIRING 5 0 6 7

An emphasis on recommended practices, code requirements, plans, site work, unit substation, feeder bus systems, panelboards, motors and controllers, ventilation facilities and systems protection. (E:S)

ELC 1113 INDUSTRIAL MACHINES AND CONTROLS 5 0 12 9

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type of control used in small appliances such as thermostats, timers, or sequencing switches. Prerequisites: ELC 1102, MAT 1104. (E:W,S)

(ELC 1113A Industrial Machines and Controls 3 0 6 5)
(ELC 1113B Industrial Machines and Controls 2 0 6 4)

ELC 1120 NATIONAL ELECTRIC CODE 5 2 0 6

An examination of the technical provisions of the National Electrical Code as they apply to the basic layout and construction of electrical systems. Emphasis is placed on compliance as determined by the authority having jurisdiction for enforcement of the Code and use of the Code as a practical guideline for safe-guarding persons and property. (E:Sp)

ELN 90 INTRODUCTION TO ENGINEERING TECHNOLOGY 2 2 0 3

This course is designed to enhance the student's understanding of technology based careers and provide the student with the tools and skills needed to effectively pursue a degree in Engineering Technology. Corequisite: RED 99, MAT 99 (Upon Request)

ELN 152 SEMICONDUCTORS AND CONTROL DEVICES 4 4 0 6

The first of a three-part semiconductor series. The course will concentrate on the study of semiconductor materials, diodes, thyristors and optoelectronic devices. Labs will be designed to use the particular device under study in a practical circuit application. (D:W)(E:Sp)

ELN 153 TRANSISTOR CIRCUITS AND APPLICATION 4 4 0 6

A study of bipolar and FET transistors and their application in small-signal and power amplifiers. A section covering amplifier frequency response will also be included. (D:Sp)(E:S)

ELN 154 LINEAR INTEGRATED CIRCUITS APPLICATION 4 4 0 6

A presentation of small signal class A, B, C amplifiers, which includes coverage of both DC and AC amplifier responses. Operational amplifier applications covering comparators, amplifiers, integrators, VCO's and phase locked loops are studied. Additional topics are feedback, frequency spectrum, modulation and mixing and troubleshooting. Prerequisite: ELN 152. (D:S)(E:F)

ELN 155 DC/AC Fundamentals 5 6 0 8

A course designed to teach the student the basic principles of operation of passive components in AC and DC circuits. It will seek to link the areas of AC and DC analysis very closely by discussing both when working with each component type. These components will include resistors, inductors, electrical/electronic measurement and how to measure them in the laboratory, as well as how to use them in calculations. Problem-solving skills using Ohm's Law and Kirchoff's Law equations will be stressed. Basic mathematical skills are assumed, but specific applications to electronic formulae solutions will be covered in detail. Simple troubleshooting skills will be taught both in theory and in practice, by using word problem assignments as part of the classroom work to emphasize theory, and testing these paper solutions as lab assignments to teach the practical portion. The laboratory assignments will acquaint the student with the proper use of all applicable electronic test equipment. These should include, but not be limited to DVM's, VOM's, Oscilloscopes, Frequency Generators, Frequency Counters and AC/DC Power Supplies. The student will be taught proper measuring and recording techniques, good safety practices and proper troubleshooting techniques. (D,E:F)(E:W)

(ELN 155A DC/AC Fundamentals 3 2 0 4)
(ELN 155B DC/AC Fundamentals 2 4 0 4)

ELN 230 Fabrication Techniques 1 6 0 4

A course which includes High Reliability Interconnection Technology for soldering techniques. The student will also design printed circuit boards for a special project, printed circuit board etching, drilling and fabricating the circuit to complete the project. High Reliability Re-Work Technology will be taught with single and multilayer printed circuit boards. Land and trace repair with installation and plating of edge connectors will be featured. (D,E:F)

ELN 251 Digital Fundamentals 4 4 0 6

An introduction to digital systems which includes topics from sequential and combinational logic. Areas of study include number systems, codes, Boolean Algebra, logic families. Laboratory sessions stress circuit fabrication, extensive hands-on experience, use of basic digital test equipment and troubleshooting. (D:S)(E:W)

ELN 252 Digital Applications 2 6 0 5

A continuation of ELN 251. This course will provide the student with an understanding of the digital circuits which are the fundamental building blocks of complex digital equipments as microcomputers. Circuits of interest include flip-flops and other multivibrators, counters, registers, memories and interfacing circuitry leading course dealing with the microprocessor. A heavy emphasis is placed on hands-on projects in lab. Design, analysis and troubleshooting techniques are covered in lecture and experiences in labs. (D:F)(E:Sp)

ELN 261 Communication Systems 4 4 0 6

A study of the concepts of generation and amplification of carrier signals, various modes of modulation (AM, FM, SSB, Pulse and Multiplex), transmission lines, antennas and hard wired systems. Various types of receivers, including AM, FM and Single Sideband are studied, and emphasis is placed on such specialized receiver circuits as RF and IF amplifiers, mixers and detectors. The student uses schematic diagrams and lab experiments to learn proper methods of testing, adjusting and troubleshooting. An overview of such communication systems as Broadcast, Mobile, Marine, Radar, Navigation, Cable, Microwave, Cellular Telephones and Satellites is included. Prerequisite: ELN 154. (D:F)(E:S)

ELN 262 MICROCOMPUTERS 4 4 0 6

An examination of the organization of a common microprocessor system. The functions of the ALU, registers, busses and memory are evaluated as well as instruction set. Machine language programming is used to demonstrate the hardware and software aspects of a typical microcomputer. Prerequisite: ELN 251. (D:W)(E:F)

ELN 271 MICROPROCESSOR INTERFACING 2 6 0 5

The use of robot components demonstrate a microprocessor controller interfaced to such external sensors and devices as light, sound, speech, stepper motors and sonar. Topics include 3-state logic, instruction timing, interfacing with memory and peripheral interface adaptors. Extensive lab work provides practical experience in interfacing various peripherals and sensors to the microprocessor. Prerequisite: ELN 262. (D:Sp)(E:W)

ELN 272 INDUSTRIAL CONTROLS 2 6 0 5

A presentation of topics relating to the control of industrial processes. Signal conditioning, transducers, control loop characteristics are covered. Practical lab work includes hands-on experience with a commercial programmable logic controllers. Relay ladder logic and programmable controller ladder logic are stressed. Prerequisite: ELN 251, MAT 152. (D:W)(E:Sp)

ELN 280 ANALYTIC TROUBLESHOOTING 2 6 0 5

An analytical approach to troubleshooting and repair of consumer electronics devices such as stereos, televisions, compact disk players and VCR's. (D:Sp)(E:S)

ENG 90 BASIC ENGLISH I 0 6 0 3

This individualized course is designed to foster correct English usage and emphasize basic writing skills. Topics include capitalization, punctuation usage, sentence structure, effective expression and composition. Students successfully completing this course through Level 8 on the TABE and meeting the competencies in a writing sample will advance to ENG 97. Prerequisite: Placement testing. (D,E:F,W,Sp,S)

ENG 91 BASIC ENGLISH II 0 6 0 3

This course is a continuation of ENG 90 topics on Levels 3-4 using the TABE. Prerequisite: ENG 90 and Permission of the Instructor. (D,E:F,W,Sp,S)

ENG 92 BASIC ENGLISH III 0 6 0 3

This course is a continuation of ENG 90 on Levels 5-6 using the TABE. Prerequisite: ENG 90 and Permission of the Instructor. (D,E:F,W,Sp,S)

ENG 93 BASIC ENGLISH IV 0 6 0 3

This course is a continuation of ENG 90 topics on Levels 7-8 using the TABE. Prerequisite: ENG 90 and Permission of the Instructor. (D,E:F,W,Sp,S)

ENG 97 SENTENCE SKILLS 3 0 0 3

A course designed to be an easy review and extended practice of fundamental English grammar rules, mechanics, punctuation, sentence combining and free writing. It is intended to give students a grasp of the terminology used in English 98 and 99. This course will lay the foundation for basic writing and proofreading skills. ENG 97 will also provide a separate lab time for additional practice in problem areas. Prerequisite: Placement testing. (D,E:F,W,Sp,S)

ENG 98 INTRODUCTION TO PARAGRAPH WRITING 3 0 0 3

A course that introduces the student to the basic principles of effective writing. It is a study in the writing process which emphasizes writing a clear thesis statement, supporting a thesis, organizing details and evaluating the writing. This course will specifically focus on developing different types of paragraphs. Students will be asked to evaluate and analyze various critical reading assignments. ENG 98 will also provide students with a separate lab time for reviewing any necessary sentence skills and for editing their own writing. Prerequisite: ENG 97 or Placement testing. (D,E:F,W,Sp,S)

ENG 99 INTRODUCTION TO WRITING THE ESSAY 3 0 0 3

A course designed to introduce students to writing in the essay form. Students will review the steps to the writing process and practice using those skills in developing different types of essays. Unity, support, coherence and sentence skills are emphasized in this course as keys to effective writing. Students will learn how to apply these four elements within the different patterns of essay development. They will also learn to apply such specialized types of writing as the essay exam and the research paper. Students will also be assigned various analytical readings from which they must draw critical conclusions. ENG 99 will also provide students with a separate lab time for additional help and practice with their writing and sentence skills. Prerequisite: ENG 98 or Placement testing. (D,E:F,W,Sp,S)

ENG 110 APPLIED COMMUNICATIONS 4 0 0 4

A course designed to promote effective communication through correct language usage. Both oral and written communications are included. Prerequisite: ENG 90 or equivalent on placement test and RED 90 or equivalent on placement test. (D,E:W)

ENG 149 TECHNICAL WRITING 3 0 0 3

A continuation of ENG 152 with strong emphasis on practical application. Students are assigned writing problems peculiar to their fields of study. Also, reference sources are explored and correct documentation procedures are covered. Brief documented reports are required. Prerequisite: ENG 152. (D,E:F)

ENG 150 THE DOCUMENTED PAPER 3 0 0 3

A study of library skills and the various steps involved in preparing and writing the documented paper. Students are required to research an appropriate topic and compile the research, along with their own ideas and judgments, into a formal documented paper. Emphasis is placed on the grammatical and composition skills covered in English 151 and English 152. Prerequisite: ENG 152. (D:Sp)(D,E:S)

ENG 151 COMPOSITION I 3 0 0 3

A course designed to give practice in the basic structure and rhetorical techniques of expository essays. Students read and analyze models of description, narration, illustration, process, comparison-contrast and classification. For their own essays, students use the writing process and learn word processing on the computer. Prerequisite: ENG 99. (D,E:F,W,Sp,S)

ENG 152 COMPOSITION II 3 0 0 3

A continuation of ENG 151. Emphasis is given to more sophisticated expository and persuasive techniques. Students read and analyze models of extended definition, analogy, cause-effect, induction-deduction and argument. Students also use the writing process for their own essays. Writing is done on computer, using a word processor. Prerequisite: ENG 151. (D,E:F,W,Sp,S)

ENG 204 ORAL COMMUNICATIONS 3 0 0 3

A presentation of the basic concepts and principles of oral communication. Emphasis is placed on the importance of self-concept, the ability to use the English language correctly and numerous techniques common to various communication situations. Prerequisite: ENG 152. (D:F,Sp,S)(E:S)

ENG 230 POETRY WRITING I 3 0 0 3

An introductory course in which the student-poet will study selected contemporary and classical poets. Students will write their own poems which will be peer critiqued in each class meeting. Prerequisite: Permission of the instructor. (Upon Request)

ENG 242, 243, 244, 245, 246, CREATIVE WRITING I, II, III, IV, V, VI 3 0 0 3

A study which gives the student practice in imaginative writing with emphasis on short fiction, poetry and drama. Group readings and critiques of student work will involve discussions of techniques and writers' problems. The main purpose of these courses is to encourage and stimulate literary expression. Advancement within this series of courses is dependent upon tangible evidence of progress. Prerequisite: Permission of the instructor. (D:Sp)

ENG 250 EXPOSITORY WRITING 5 0 0 5

Assigned readings, practice in writing the various types of expository essays, critical reasoning and instruction in basic research techniques. Prerequisite: ENG 99. (D:W)

ENG 251 LITERARY FORMS AND CRITICISM 5 0 0 5

A study of short fiction, poetry and drams, using representative selections to explore literary techniques, forms and critical terminology. The student will write critical essays on works in each genre and do a documented paper. Prerequisite: ENG 250. (D:S)

ENG 259 MODERN LITERATURE BY WOMEN 3 0 0 3

A course designed as an introduction to key North American women authors since World War II. The course offers an opportunity to examine the particular contributions of women writers to the development of literature and its meaning to our present individual lives. The course will require brief critical essays and one documented essay. Prerequisite: English 251 or Permission of Instructor. (D:Sp)

ENG 260 BRITISH LITERATURE I 5 0 0 5

A study of British literature from Beowulf through the Neo-Classical period. Several essays and some research are required of each student on subject related to the literature covered in the course. Prerequisite: ENG 251. (D:F)(E:Sp,Alt.)

ENG 261 BRITISH LITERATURE II 5 0 0 5

A study of British literature from 1800 to the present. Several essays and some research are required of the student on subjects related to the literature covered in the course. Prerequisite: ENG 251. (D:W)(E:Sp,Alt.)

ENG 269 AMERICAN LITERATURE I 5 0 0 5

A study of American literature from the colonial period through the Civil War. Emphasis is given to the major authors and major works, these being studied in the context of the times of the writing. Students are required to do some critical writing and research. Prerequisite: ENG 251. (D:Sp,Alt.)

ENG 270 AMERICAN LITERATURE II 5 0 0 5

A study of American literature from the Civil War to 1950. Emphasis is given to the major authors and major works, these being studied in the context of the times of the writing. Students are required to do some critical writing and research. Prerequisite: ENG 251. (D:Sp,Alt.)

GEL 151 INTRODUCTION TO PHYSICAL GEOLOGY 4 2 0 5

An introduction to the origin, composition and changes of rocks and minerals, including geological cycles. Prerequisite: RED 99. (D:Sp)

GEL 152 INTRODUCTION TO HISTORICAL GEOLOGY 4 2 0 5

A study of the geologic history of the earth, especially North America and Appalachia, and the subsequent changes in its life forms. Included will be methods of interpretation of past environments. Prerequisite: GEL 151. (D:S)

GEO 100 INTRODUCTION TO GEOGRAPHY 3 0 0 3

An introductory map interpretation course for all students interested in geography. Utilization of maps is emphasized through the illustration of the map as an earth model permitting storage and retrieval. Prerequisite: RED 99. (D:S)

HIS 151 WESTERN CIVILIZATION I 5 0 0 5

A survey of the ancient Near East, the classical civilization of Greece and Rome and the Middle Ages. A general treatment of the Renaissance, Reformation and Commercial Revolution. Prerequisite: RED 99. (D,E:F)(D:S)

HIS 152 WESTERN CIVILIZATION II 5 0 0 5

A study of the age of absolutism, the intellectual revolution and the Napoleonic Era. A survey of the Industrial Revolution, the political unification of Germany and Italy, World War I, World War II and the Cold War. Prerequisite: RED 99. (D,E:W)

HIS 231 GENEALOGY I 3 0 0 3

An exploration of the role of the family historian. Content includes an in-depth study of genealogical research techniques and a survey of state and national archival resources. (Upon Request)

HIS 232 GENEALOGY II 3 0 0 3

A continuation of Genealogy I, culminating in a major research project on family history. Prerequisite: HIS 231 or permission of the instructor. (Upon Request)

HIS 240 TOPICS IN HISTORY 3 0 0 3

A course that encompasses subjects not otherwise included in the catalog course listings, but for which special needs may arise. Emphasis will be indicated on individual registration forms and/or quarter schedules. Each course concentrates on the study of some particular period of history or some historical problem, phenomenon or research. Prerequisite: RED 99. (Upon Request)

HIS 251 AMERICAN HISTORY I 5 0 0 5

A general treatment of the origins and development of the United States through 1877. Prerequisite: RED 99. (D,E:Sp)

HIS 252 AMERICAN HISTORY II 5 0 0 5

A survey of United States history from the end of the Reconstruction to the present. Prerequisite: RED 99. (D,E:S)

HIS 255 North Carolina History 5 0 0 5

A survey of North Carolina history to the present. Topics include geography; Indian tribes; early settlement; the colonial experience; transition to statehood; and economic, social, religious and cultural developments. Prerequisite: RED 99. (D:S)

HIS 256 Appalachian Studies 3 0 0 3

An introduction to the Appalachian Region (with emphasis on North Carolina) and its relationship to the mainstream of American history. Topics include geography, settlement patterns, ethnic groups, portrayals of stereotype images, current trends and future prospects. Prerequisite: RED 99. (D:W)(E:Sp)

HUM 251 Critical Thinking and Reasoning 5 0 0 5

A study of the uses of reason in solving problems and in approaching controversies and dilemmas. The issues for study are drawn from important questions and problems, both ancient and modern. These include ethical, political, aesthetic and social issues. Emphasis is given to the role of language in careful thinking: generalization, exemplification, induction, deduction and fallacies. Essays by noted authors recommending various solutions and answers are studied for content and rhetorical techniques, and students offer their own ideas and analyses through class discussion and written essays. Prerequisite: ENG 152 or ENG 250. (Upon Request)

HUM 257 Appalachian Culture 3 0 0 3

An interdisciplinary approach to the unique culture found in the Appalachia Mountains, including a comparison of the cultural heritage of American and Appalachia. Prerequisite: RED 99. (D:W,Sp)(E:Sp)

HUM 261 Mass Media and Popular Culture 3 0 0 3

A study of the political, social and psychological impact of television, radio and newsprint on our lives. It explores ways our culture is reflected, shaped and dominated by the electronic and print media. Prerequisites: ENG 99 and RED 99. (D:F,W,Sp)

HYD 1139 Basic Hydraulics and Pneumatics 3 0 3 4

The basic theories and uses of hydraulic and pneumatic systems, and also, the combination of systems. Basic designs and functions of circuits and motors, controls, electro-hydraulic servo-mechanisms, filtration, accumulators and reservoirs. Installation and maintenance of the components will be made by the student. Prerequisite: ISC 1100. (E:S,D)

ISC 100 Introduction to Operations Management 3 0 0 3

A study of the organizational and functional aspects of line and staff department in a manufacturing organization with emphasis on relationships, delegation of authority and assigned responsibility. Focus is placed on the contributions of each department toward overall objectives through functional authority methods of controlled problem solving and the establishment of management goals and controls. (D:F)(E:F,Alt.)

ISC 102 ORGANIZATIONAL SAFETY 3 0 0 3

A course which defines and describes the problems associated with accidents and fire in industry. The course explores management and supervisory responsibility in the following areas: fire and accident prevention; investigation and reporting; machine guards, personal protective equipment, and related OSHA regulations; local, state and federal laws concerning fire, accident, hazardous materials and emergency management; first aid, job safety instructions and use of safety committees. The course also introduces the student to insurance regulations, insurance carrier and rating bureau procedures. Prerequisite: RED 99 (D:W)(E:W,Alt.)

ISC 201 QUANTITATIVE METHODS 3 0 0 3

This course will provide an introduction to the quantitative methods involved in management business decision making. This course will consist of an overview of management and specific quantitative methods are: (1) Linear Programming, (2) Forecasting Techniques, (3) Inventory Control, (4) Project Management, (5) Decision Analysis and (6) Simulation Modeling. Prerequisite: MAT 151. (D:Sp)(E:Sp,Alt.)

ISC 204 ISO 9000 - STANDARDS 3 0 0 3

ISO 9000 is a universal quality system standard endorsed by European nations and many others. This course will enable students to identify the proper ISO standard under which a business organization should seek registration. Each of the four ISO 9000 standards will be explored in detail and a working knowledge of each standard will be gained by the student. Prerequisite: RED 99. (D:F)(E:F,Alt.)

ISC 207 INTERNAL AUDITOR - ISO 9000 3 0 0 3

Students will be prepared to audit a quality system seeking ISO 9000 registration and determine whether the system is in compliance with the proper ISO 9000 standard. This course will use case studies to prepare students for auditing an actual system. Each student will demonstrate a proficiency in auditing techniques as well as the ability to judge whether an item is in compliance with the appropriate standard. Prerequisite: ISC 204. (D:W)(E:W, Alt.)

ISC 210 FOUNDATIONS OF LEADERSHIP 3 0 0 3

This course is built on the belief that one's personal value system, honesty and integrity are critical determinants of effective leadership. The main focus of this course will be drawn from Stephen Covey's writings, The Habits of Highly Effective People and Principle Centered Leadership, students learn how ethics and principles translate into results in life and the work environment. This is an interactive course where students share and learn from one another in a highly proactive environment. Prerequisite: BUS 234. (D:W)(E:W,Alt.)

ISC 213 TOTAL QUALITY MANAGEMENT 3 0 0 3

This course is today's newest and most progressive thinking concerning both product and organizational performance quality issues. This course introduces the concepts of "World Class Manufacturing" and "Commitment to Excellence." The writings and philosophy of Deming on the issue of quality is the main focus of this class. Students will understand how the process of continuous improvement and creating an environment which welcomes change is necessary to survive in today's business environment. Prerequisite: BUS 234. (D:F)(E:F, Alt.)

ISC 216 CASE STUDIES IN TOTAL QUALITY MANAGEMENT 3 0 0 3

Students will apply the theory of ISC 213 to cases which demonstrate problem solving techniques utilizing the Deming management method. Each student will be able to utilize the Deming cycle of Plan, Do, Study, Act and other problem-solving tools to create quality stories of continuous improvement. This course will give students a hands-on experience with Dr. Deming's teachings. Prerequisite: ISC 213. (D:WD)(E:W,Alt.)

ISC 219 STATISTICAL QUALITY CONTROL 3 0 0 3

An introduction to probability, statistics and quality control techniques, which includes graphs, measures of central tendency, grouped and ungrouped data, and problem solving. Prerequisite: MAT 150. (D:Sp)(E:W,Alt.)

ISC 232 LABOR RELATIONS 3 0 0 3

A study of the history of the labor movement in the United States with the structure and legal framework analyzed and an examination of the negotiation administration and major contents of the labor contract. Special studies of arbitration cases which the theories in realistic terms will be utilized. Prerequisite: RED 99. (D:Sp)(E:Sp,Alt.)

ISC 1100 INDUSTRIAL SCIENCE 3 2 0 4

An introduction to physical principles and their application in industry. Topics in this course include properties of matter, basic electrical principles, heat, sources of force, motion, work energy and power. Prerequisite: MAT 1101 B. (E:Sp)

ISC 1145 QUALITY ENGINEERING 1 2 0 2

This course is designed to enable the production or maintenance technician to participate in the formulation of quality plans in the manufacturing setting. The student will learn to design appropriate experiments to provide reliability and validity in data collection. Basic statistical techniques will be applied to data analysis. Students will learn to apply analytical problem-solving techniques to find and remedy the causes of excessive variance in parts production or machine performance. (Upon Request)

MAT 90 BASIC MATH I 0 6 0 3

This individualized course is designed to increase proficiency in the use of whole numbers including addition, subtraction, multiplication and division, fractions, decimals and percentages. Students successfully completing this course through Level 8 on the TABE will advance to MAT 96. Prerequisite: Placement testing. (D,E:F,W,Sp,S)

MAT 91 BASIC MATH II 0 6 0 3

This course is a continuation of MAT 90 topics on Levels 3-4 using the TABE. Prerequisite: MAT 90 and Permission of the Instructor. (D,E:F,W,Sp,S)

MAT 92 BASIC MATH III 0 6 0 3

This course is a continuation of MAT 90 topics on Levels 5-6 using the TABE. Prerequisite: MAT 90 and Permission of the Instructor. (D,E:F,W,Sp,S)

MAT 93 BASIC MATH IV 0 6 0 3

This course is a continuation of MAT 90 topics on Levels 7-8 using the TABE. Prerequisite: MAT 90 and Permission of the Instructor. (D,E:F,W,Sp,S)

MAT 96 Basic College Math I 3 0 0 3

This course is a study of whole numbers, fractions, decimals, measurements, ratio and proportion and percentages. Applications of these topics are included to give the student experience in solving problems in a broad variety of situations. Prerequisite: Placement testing. (D,E:F,W,Sp,S)

MAT 97 Basic College Math II 3 0 0 3

This course is a study of geometric figures, basic statistics, square roots and the Pythagorean Theorem, signed numbers and an introduction to algebra. Applications are included to give the student experience in solving practical problems in a variety of situations. Prerequisite: MAT 96 or placement testing. (D,E:F,W,Sp,S)

MAT 98 Beginning Algebra I 3 0 0 3

This course is a study of variables and polynomials, linear equations and inequalities, applied problems and solving equations, multiplying and factoring polynomials and fractional algebraic expressions and equations. Prerequisite: MAT 97 or placement testing. (D,E:F,W,Sp,S)

MAT 99 Beginning Algebra II 3 0 0 3

This course is a continuation of MAT 98 and includes a study of factoring, algebraic fractions, graphing and geometry, systems of equations, radicals and quadratic equations. Prerequisites: MAT 98 or placement testing. (D,E:F,W,Sp,S)

MAT 121 Math for Today's Consumer4 0 0 4

This course provides opportunity to gain understanding of mathematical concepts as applied to today's consumer. Areas covered include a review of mathematics fundamentals, percentages and payroll, simple and compound interest, merchandise discounts and markups, depreciation and inventory. Prerequisite: MAT 98 or placement testing. (D,E:W)

MAT 149 Trigonometry 3 0 0 3

This course is a study of angles, right angle trigonometry, trigonometric functions and their graphs, inverse trigonometric functions, trigonometric identities and special formulas, trigonometric equations, law of sines, law of cosines, complex numbers and polar coordinates, and vectors. Prerequisite: MAT 151. (D:W)(E:Sp)

MAT 150 Statistics and Probability 3 0 0 3

This course is a study of the nature of statistics, a description of sample data, numerical methods for analyzing data, probability and the rules of probability including distributions and their properties, normal distribution, sampling, estimation and hypothesis testing. Out of class projects are required in this class. Prerequisites: MAT 151. (D:F; D,E:Sp)

MAT 151 College Algebra I 3 0 0 3

This course is a study of real numbers, polynomials, factoring, simplifying rational expressions, exponent laws, radicals, complex numbers, linear and quadratic equations, linear and quadratic inequalities, absolute value, rectangular coordinate system, functions and their graphs and direct and inverse variation. Prerequisite: MAT 99 or placement testing. (D,E:F,W,Sp,S)

MAT 152 College Algebra II 3 0 0 3

This course is a study of quadratic functions and their graphs, polynomial functions of higher degrees and methods of finding their roots, rational functions and their graphs, conic sections and exponential and logarithmic functions. Prerequisite: MAT 151. (D,E:F,W,Sp,S)

MAT 153 COLLEGE ALGEBRA III 3 0 0 3

This course is a study of systems of equations in two and three unknowns, systems of linear inequalities, linear programming, matrices and their operations, determinants, sequences and series, binomial theorem, permutations and combinations and an introduction to probability. Prerequisite: MAT 152. (D,E:F)

MAT 260 CALCULUS I 3 0 0 3

This course is a study of functions and their applications, limits, the derivative, differentiation and applications and optimization and curve sketching. Prerequisite: MAT 153. (Upon Request)

MAT 261 CALCULUS II 3 0 0 3

This course is a study of antiderivatives, integration, area under a curve and techniques of integration. Prerequisite: MAT 260. (Upon Request)

MAT 1100 APPLIED MATHEMATICS 3 0 0 3

This course is a study of basic mathematical skills and their applications to real life situations. Topics covered include operations with whole numbers, decimals and fractions. Other topics covered include ratio and proportion, percent, measurement systems, graphs, basic geometry, integers, an introduction to equations and out of class projects. Prerequisite: MAT 96 or placement testing. (D,E:Sp)

MAT 1101A MATHEMATICS FUNDAMENTALS 1 2 0 2

This course includes applications of whole numbers, common fractions, decimals, percents, measurements and fundamentals of algebra in occupational situations. Emphasis is placed on the understanding of mathematical concepts through practical on-the-job type problems. Prerequisite: MAT 96 or placement testing. (Upon Request)

MAT 1101B MATHEMATICS FUNDAMENTALS 1 2 0 2

A continuation of MAT 1101A. Prerequisite: MAT 1101A. (Upon Request)

MAT 1103 APPLIED GEOMETRY 3 0 0 3

A study of fundamental properties and definitions; plane and solid geometric figures, ratio and proportion selected general theorems, geometric construction, areas and volumes of solids. Geometric principles are applied to shop-type problems. Prerequisite: MAT 1101A&B. (Upon Request)

MAT 1104 APPLIED TRIGONOMETRY 3 0 0 3

This course is a continuation of MAT 1103 and includes a study of the applications of fundamental trigonometry. Topics include right triangle ratios, practical applications of right triangles, law of sines, law of cosines and trigonometric identities. Prerequisite: MAT 1103 or permission of the instructor. (Upon Request)

MEC 1101 MACHINE SHOP I 3 0 12 7

An introduction to the machinist trade and the potential it holds for craftsmen. The course deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice. (E:F)

(MEC 1101A Machine Shop I 2 0 6 4)
(MEC 1101B Machine Shop I 1 0 6 3)

MEC 1102 MACHINE SHOP II 3 0 12 7

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine and shaper. The student will be introduced to the basic operations of the cylindrical grinder and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course. Prerequisite: MEC 1101. (E:Sp)

(MEC 1102A Machine Shop II 2 0 6 4)
(MEC 1102B Machine Shop II 1 0 6 3)

MEC 1103 MACHINE SHOP III 3 0 12 7

Advanced studies in machining. The student will apply the skills learned in Machine Shop I and II to machining projects using the power saw, drill press, surface grinder, milling machine and shaper. Prerequisite: MEC 1102. (E:F)

(MEC 1103A Machine Shop III 2 0 6 4)
(MEC 1103B Machine Shop III 1 0 6 3)

MEC 1111 MACHINE SHOP PRACTICES 0 0 6 2

A study designed to acquaint the student with the procedures of layout work and the correct use of hand and machine tools. The student is exposed to the basic fundamentals of drill press and lathe operation, the hand grinding of drill bits and lathe tools and setup work applied to the trade. (D,E:S)

MEC 1115 TREATMENT OF FERROUS AND NON-FERROUS METALS 1 0 3 2

An investigation of the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in these metals. Physical metallurgy of ferrous metals, producing iron and steel theory of alloys, shaping and forming, heat treatments of steel, surface treatments, alloy of special steel, classification of steels and cast iron will be topics for study. (Upon Request)

MEC 1117 MACHINE REPAIR 2 0 6 4

A course designed to acquaint the student with the movable parts of machine tools, the basic methods of joining these parts together, adjustments necessary to obtain satisfactory service, removal and reinstallation of worn parts, uses of lubricants as applied to machine tools, safety precautions as directed by OSHA. (D:Sp)(E:F)

MEC 1149 PRODUCTION MACHINE CONTROL SYSTEMS 3 0 6 5

A study of production control systems technology. Basic concepts and terminology are investigated as they relate to production. Methods used to evaluate open-loop, closed-loop, regulator, followup, process, sequential, numerical, analog and digital control systems are introduced. (Upon Request)

MEC 1150 CNC PROGRAMMING FOR MAINTENANCE AND PRODUCTION 1 2 0 2

An exploration of tool/part positioning in the Cartesian coordinate system by means of G-code and M-code programming languages. Incremental programming will be briefly introduced and a more thorough exploration of absolute programming will be pursued. Emphasis in absolute programming will be the correlation of positioning with appropriate feed and speed rates for the part being produced. (Upon Request)

MKT 240 SALES DEVELOPMENT 3 0 0 3

A study of retail, wholesale and specialty selling. Emphasis is placed on mastering and applying the fundamentals of selling; sales demonstrations are required. Prerequisite: RED 99. (Upon Request)

MKT 241 MARKETING 3 0 0 3

A general survey of the field of marketing, with emphasis on marketing functions and policies and relevant institutions. Prerequisite: RED 99. (D:F)(E:S,Alt.)

MKT 242 ADVERTISING 3 0 0 3

A presentation of the role of advertising in a free economy and its place in the media. Topics include advertising appeals, product and marketing research, selection of media, means of testing effectiveness of advertising and theory and practice of writing advertising copy for various media. Prerequisite: RED 99. (Upon Request)

MKT 245 RETAIL MANAGEMENT 3 0 0 3

An emphasis on operational problems, retail store organization, location analysis, buying, selling, sales promotion, service and merchandise handling. Case analysis of managerial problems in retailing establishments is included. Prerequisite: BUS 234 or permission of the instructor. (Upon Request)

MNT 1134 ELECTRICAL & MECHANICAL MAINTENANCE 3 0 6 5

This course provides an introduction to application of industrial electrical and mechanical maintenance practices. Topics include the use of test instruments and controls used throughout industry, as well as safety procedures. A wide based study of everyday manufacturing problems and solutions will be conducted. The laboratory will provide the student with experience using different sensing, feedback and control circuits. (Upon Request)

MUS 101 MUSIC APPRECIATION 3 0 0 3

A survey of musical forms, styles and history designed for students with little or no musical background. The art of listening will be emphasized. Prerequisite: RED 99 (Upon Request)

MUS 160 JAZZ APPRECIATION 3 0 0 3

This course will include field hollers, spirituals, cake walks, ragtime blues, black gospel, rhythm and blues, rock and roll, swing and boogie woogie as ingredients of American culture. Prerequisite: RED 99. (Upon Request)

NUR 103 FUNDAMENTALS OF NURSING 6 4 3 9

Fundamentals of Nursing briefly describes the present state of nursing; nursing's past is summarized. The following concepts are discussed and related to nursing: health, illness, basic human needs, ethics and problem solving (nursing process). The legal regulation of nursing practice is presented. The issues of malpractice in nursing, patients' and nurses' rights, ethical-legal dilemmas and documentation are discussed. The process of communication is presented. The nursing process is presented as an approach fundamental to the nursing role. Care plans are discussed as one application of the nursing process to illustrate nursing interventions related to basic human needs. Nursing interventions to establish and maintain a safe environment are explained. Nursing skills related to medical and surgical asepsis are included. Selected human needs are discussed, and the normal means for meeting the need are explored. Alterations in the needs or the patient's ability to satisfy the needs are included. Assessments and interventions related to need satisfaction are emphasized. Theory, scientific principles and procedures for basic nursing skills are taught, demonstrated and practiced in class, the nursing skills laboratory and nursing units in area health care facilities. Prerequisite: Admission Requirements. Corequisites: BIO 281 and NUR 108 (or prior to). (D:F)

NUR 106 Medical-Surgical Nursing I 6 2 0 7

Medical-Surgical Nursing I is an introductory course with an emphasis on therapeutic nursing measures for adult clients with simple, common health problems of the integumentary, musculoskeletal, respiratory neurological systems. Nursing care of adults with infection, cancer, experiencing surgery and needing rehabilitation are also included. The nursing process is presented as the approach fundamental to planning care. Physical assessment and intravenous therapy skills are taught, demonstrated and practiced in the nursing lab. Principles of diet therapy, pharmacotherapeutics, Erikson's Developmental Tasks and Henderson's Human Needs Model will be integrated into the discussion and planning of nursing care. Prerequisites: NUR 103. Corequisites: BIO 282 and NUR 108 (or prior to) NUR 116 PSY 201 (or prior to). (D:W)

NUR 107 Medical-Surgical Nursing II 6 2 0 7

Medical-Surgical Nursing II is a continuation of NUR 106 with an emphasis on therapeutic nursing measures for adult clients with simple common health problems of the gastrointestinal, endocrine, cardiovascular, hematologic, urinary, reproductive and sensory systems. The Nursing Process is presented as the approach fundamental to planning care. Physical assessment and intravenous Medication and blood administration are taught and skills are demonstrated and practiced in the nursing lab. Principles of diet therapy, pharmacotherapeutics, Erikson's developmental tasks and Henderson's Human Needs Model will be integrated into discussion and planning of nursing care. Prerequisites: NUR 106, NUR 108, NUR 116. Corequisites: BIO 282 (or prior to), NUR 117, PSY 202 (or prior to). (D:Sp)

NUR 108 Gerontological Nursing 3 0 0 3

Gerontological Nursing deals with all aspects of the natural aging process, placing emphasis on the health needs of this unique group of people. It stresses the care giver's role, in addition to providing up-to-date information about aging and elderly concerns. Presents procedures carried out in care facilities to help care givers carry on their work more safely and efficiently. Emphasizes that birth, growth, aging and death are all part of a continuum; that each person is unique in passing through each stage; and that each has the right to be treated and cared for with dignity and respect. Prerequisite: Admission requirements. Corequisites: BIO 281 (to prior to) NUR 103. (D:W)

NUR 111 Child Health Nursing I 3 2 0 4

Child Health Nursing introduces the student to care of infants and children of various ages and the role of the nurse in the context of our society. Emphasis is placed on the family and its functioning in the care of the child. An overview of normal aspects of growth and development, nutrition, fluids and electrolytes is presented. The nursing process is integrated into the knowledge base for the various pathologic conditions. Developmental needs are presented through the inclusion of child-appropriate interventions. Information basic to understanding childhood illnesses and the appropriate nursing care is presented. Prerequisites: NUR 107, NUR 117, BIO 283. Corequisites: NUR 112, NUR 121, NUR 122, BIO 283 (or prior to) (D:S)

NUR 112 Maternal-Newborn Nursing 3 2 0 4

Maternal-Newborn nursing introduces the student to the nursing care of the childbearing family during the antepartal, intrapartal, postpartal and newborn periods. The nursing care of clients with common problems associated with pregnancy and the newborn period are discussed. Family planning is presented. The nursing process is emphasized. Prerequisites: NUR 107, NUR 117, BIO 283. Corequisites: NUR 111, NUR 121, NUR 122, BIO 285 (or prior to) (D:S)

NUR 116 MEDICAL-SURGICAL NURSING I CLINICAL 0 0 12 4

Medical-Surgical Nursing I Clinical provides the beginning student opportunities to demonstrate basic nursing care of clients with conditions studied in NUR 106. Medical-Surgical units in area health care facilities are utilized. Skills to administer medication are practiced under supervision of a clinical instructor. Prerequisites: NUR 103, NUR 108, BIO 282. Corequisites: BIO 281 and PSY 201 (or prior to), NUR 106 (D:W)

NUR 117 MEDICAL-SURGICAL NURSING II CLINICAL 0 0 12 4

Medical-Surgical Nursing II Clinical utilizes medical-surgical units in area health care facilities to provide students with the opportunities to demonstrate basic nursing care of clients with conditions studied in NUR 107. Skills to administer IV therapy and medications are practiced under supervision of clinical instructor. Prerequisites: BIO 282, NUR 116. Corequisites: BIO 263, PSY 202 (or prior to), NUR 107 (D:Sp)

NUR 121 CHILD HEALTH CLINICAL 0 0 6 2

Child Health Clinical provides a series of objective-centered sessions using selected patients in area hospitals to develop the skills needed to apply knowledge learned in NUR 111. Experience in selected community agencies are planned to stress the scope of child health care. Prerequisites: BIO 283, NUR 107, NUR 117. Corequisites: NUR 111, NUR 112, NUR 122, BIO 285, PSY 202 (or prior to) (D:S)

NUR 122 MATERNAL-NEWBORN CLINICAL 0 0 6 2

Maternal-Newborn Clinical provides the student with opportunities to apply nursing theories and skills learned in NUR 112 in the nursing care of childbearing families during the antepartal, intrapartal, postpartal and newborn periods. Objective-centered experiences are planned using the obstetrical units of a local hospital and selected patients. Diet therapy and pharmacotherapeutics relevant to childbearing families and Erikson's Developmental Tasks are used as a basis for planning nursing care. Experiences in selected clinics are planned to stress the scope of maternity nursing. Prerequisites: NUR 107, 117. Corequisites: NUR 111, NUR 112, NUR 121, BIO 283, BIO 285, PSY 202 (or prior to) (D:S)

NUR 200 NURSING TRANSITION 2 2 0 3

Nursing Transition is designed for Licensed Practical Nurses who have met admission requirements to the Associate Degree Nursing program. This course is required in preparation for the Associate Degree Registered Nurse role in the second year (fifth quarter) of the nursing program for LPNs who graduated for more than five years. Emphasis is placed on the scope and practice of Registered Nursing according to the North Carolina Nursing Practice Act, health assessment; nursing diagnosis; formulation of care plans and evaluation of care; philosophy of the Associate Degree Nursing program; IV therapy and review of drug dosage calculations; and selected skills demonstrations as identified by student/and faculty evaluations, as well as personal career goal setting. Prerequisite: Must be a Licensed Practical Nurse or applied for licensure and conditionally accepted into the second year of the Associate Degree Nursing program. (D:S)

NUR 201 MEDICAL-SURGICAL NURSING III 6 2 0 7

Medical-Surgical Nursing III discusses responsibilities of the nurse in collaborating with other health team members for delivery of patient care. Organization and management of patient care of persons experiencing alterations in health related to the cardiovascular and respiratory systems, problems of fluid and electrolyte and acid base balance are discussed. Common stressors, complete systematic health assessment and health care teaching of patients and families in the acute care setting are presented including the importance of documentation and evaluation. Included in discussions are ways to apply previously acquired knowledge of the nursing process, psychomotor skills and psychophysiological and developmental data in planning, coordination, supervision and evaluation of care to optimize achievement of the patient's health care goals. Aspects of nutrition, phamacotherapeutics, Henderson's Human Needs Model and legal/ethical issues are integrated throughout this study of the nurse as a caring provider. Special needs of persons in critical care, emergency care situations and surgical care situations are discussed including basic EKG, and common arrythmias. Complete systematic health assessment, identification of basic normal and abnormal cardiac rhythms and blood administration skills are practiced in the nursing lab. Prerequisites: All NUR 100 AND ALL REQUIRED BIO COURSES. Corequisites: NUR 211 (D:F)

NUR 203 MEDICAL-SURGICAL NURSING IV 6 2 0 7

Medical-Surgical Nursing IV is a continuation of NUR 201 with emphasis given to collaboration for delivery of patient care of persons experiencing alterations in health related to the following systems: gastrointestinal, biliary, immune, integumentary, musculoskeletal, neurological, reproductive, endocrine and urinary. Opportunity to plan for ways to optimize achievement of the patient's health care goals utilizing the nursing process is provided using computer assisted instruction. Prerequisites: NUR 202, NUR 212. Corequisites: NUR 213 (D:Sp)

NUR 211 MEDICAL-SURGICAL NURSING III CLINICAL 0 0 12 4

Medical-Surgical Nursing III Clinical provides a series of objective-centered learning experiences in applying the nursing process for selected patients in the medical-surgical units in area hospitals to develop skills in applying the knowledge acquired in NUR 201. Knowledge of the nursing process, principles of management, basic normal and abnormal cardiac rhythms, evaluation of patient teaching, complete health assessment and administration of blood and blood products are utilized in planning care. Prerequisites: ALL NUR 100 AND ALL REQUIRED BIO COURSES (See Nursing Student Handbook). Corequisite: NUR 201 (D:F)

NUR 212 MENTAL HEALTH NURSING CLINICAL 0 0 6 2

Mental Health Nursing Clinical provides for clinical nursing experiences with selected clients in mental health/psychiatric facilities in order for the student to apply learned objectives of NUR 201. Prerequisites: NUR 201, NUR 211. Corequisite: NUR 202 (D:W)

NUR 213 MEDICAL-SURGICAL NURSING IV CLINICAL 0 0 12 4

Medical-Surgical Nursing IV Clinical involves a series of objective-centered learning experiences in caring for selected patients in the medical-surgical units in area hospitals to develop skills in applying knowledge acquired in NUR 203. Included are opportunities to utilize the nursing process to assess, select nursing diagnoses, plan, implement and evaluate total patient care for groups and/or individuals under supervision of a clinical instructor. Prerequisites: NUR 202, NUR 211. Corequisite: NUR 203 (D:Sp)

NUR 3023 Nurse Aide Level I 2 2 6 5

This course prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis on aging process including mental, social and physical needs of the elderly, patient's rights, nutrition management, elimination procedures, safe environment, restorative services, personal and special care procedures and activities, human body structure and function and related common disease/disorders, communication and documentation, death and dying, and roles of the nursing assistant and health team members. A skill/competency evaluation is required. The course includes class, laboratory and clinical learning experiences. Upon satisfactory completion of the course and skill/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide I by the N.C. Division of Facility Services. (Upon Request)

NUR 3024 Nurse Aide Level II 3 4 9 8

Nursing Assistant II course prepares graduates to perform more complex skills for patients or residents regardless of the setting. A skill/competency evaluation is required for documenting student competency. The course includes class, laboratory and clinical learning experiences. Upon satisfactory completion of the course and skill/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide I by the North Carolina Board of Nursing Nurse Aide Registry. In all employment settings, the listed Nursing Assistant II will work under the direction and supervision of licensed personnel. Prerequisites: Listed in N.C. as a Nursing Assistant I; at least one year experience as a Nursing Assistant and letter of recommendation from a supervisor. (Upon Request)

NUR 3025 Home Care 2 2 0 3

The home care course prepares graduates to provide basic health and personal care for infants, children, adolescents, and adults including the elderly in the home. The course emphasizes growth and development throughout the life span; nutrition and meal preparation; medication management; pediatric home care; safety, accident prevention, and emergencies in the home; community resources; family dynamics; and home management. In all employment settings, the nursing assistant giving home care will work under the supervision of a licensed nurse. (Upon Request)

ORI 90 Study Skills 0 0 4 2

A study designed to help the individual improve his/her general effectiveness as a student. Reading skills, study skills and note taking are covered. Students also become familiar with exam taking and with the Learning Resource Center. (Upon Request)

ORI 109 Applied Study Skills 3 0 0 3

A course designed to provide students with study skills which they can apply to their other coursework. Techniques are presented in the areas of time management, listening, reading an assignment, note-taking, test-taking, memorization, critical thinking and communication skills. Prerequisite: None. (D:F,S)

ORI 110 Career Decision making 2 0 0 2

A course recommended for students who are uncertain of their occupational choice. Through classroom exercises and discussions, interest inventories and surveys, out-of-class projects and readings, students will obtain information about their interests, values and skills and use this information in working toward career decisions. (Upon Request)

OSC 101 Keyboarding 2 2 0 3

An introduction for the student with no previous typewriting experience. Emphasis is placed upon mastery of the keyboard and simple correspondence. The student may exempt OSC 101 by attaining a minimum competency grade of "B" on an exemption exam. (D,E:F)

OSC 102 Document Formatting I 2 2 0 3

An emphasis on accuracy, correct technique and speed with application on tabulation, manuscript, business correspondence and various business forms. A minimum competency grade of "C" is required for the completion of, or exemption of, OSC 102. Prerequisite: OSC 101. (D,E:W)

OSC 103 Document Formatting II 2 2 0 3

A continuation of OSC 102, which stresses speed and accuracy in producing mailable copies of business correspondence, tabulation, manuscript and other business forms. A minimum competency grade of "C" is required for the completion of, or exemption of, OSC 103. Prerequisite: OSC 102. (D,E:Sp)

OSC 104 Document Production 2 2 0 3

An advanced course which stresses individual production rates. The student is exposed to techniques and problems common in various office settings. Projects include review of appropriate letter forms; the typewriting of reports and manuscripts; and extensive exposure to medical, governmental and legal forms. Prerequisite: OSC 103. (D,E:S)

OSC 112 Machine Transcription I 1 2 0 2

A course to foster student skill in typing mailable letters, memoranda and manuscripts directly from recorded tapes. Vocabulary development, spelling, grammar, punctuation and word division are stressed. Prerequisites: OSC 103; ENG 151. (D:S)

OSC 113 Machine Transcription II 1 2 0 2

A continuation of OSC 112. Intensive practice sessions on building production transcription skills will be available. Opportunities will also be provided for improving spelling, punctuation, grammar and vocabulary. Prerequisite: OSC 112, RED 99. (D:F)

OSC 115 Word Processing I 2 2 0 3

A presentation of the concepts, procedures and skills used in computerized word processing. The student produces text material of varying lengths; makes revisions, insertions, deletions and exchanges; and prints the documents. Prerequisite: OSC 101 or permission of the instructor. (D:Sp)(E:W)

OSC 116 Word Processing II 2 2 0 3

An advanced course which stresses utilization and refinement of basic word processing skills. Projects are assigned to promote development of advanced word processing skills. Prerequisite: OSC 115. (D:F)

OSC 120 Microsoft Word for Windows 2 2 0 3

This course acquaints the student with the Microsoft Word word processing software. Prerequisites: OSC 101, CSC 155, RED 99. (D:F)

OSC 130 Text Editing Skills 3 0 0 3

A course designed with emphasis placed upon punctuation and grammar skill building and use of reference manuals. Prerequisite: RED 99. (D:Sp)

OSC 221 Office Procedures 3 2 0 4

An examination of responsibilities encountered by an office professional during a workday. Topics include business terminology, time management, office communications, appointments management, confidentiality, travel and conference arrangements, telephone and switchboard techniques, mail processing, office supplies, and various reprographic and audio visual equipment. Prerequisites: OSC 103; OSC 223; BUS 271. (D:W)

OSC 223 RECORDS MANAGEMENT 2 2 0 3
An overview of indexing and filing fundamentals. Topics include theory and practice of filing correspondence; the use of filing kits and guides; and the alphabetical, numerical, subject and geographical filing systems. Prerequisite: RED 99. (D:F)

OSC 225 MEDICAL TERMINOLOGY I 3 0 0 3
A beginning course in medical terminology providing a study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, word roots, and their combining forms. (D:F)

OSC 226 MEDICAL TERMINOLOGY II 3 0 0 3
A continuation of OSC 225 with greater emphasis on an understanding of terminology and its use in the medical office. Provides further study of the medical terms as they relate to anatomical body parts, diseases, operations, x-rays, nuclear medicine and drugs. Prerequisite: OSC 225. (D:W)

OSC 231 MEDICAL OFFICE PROCEDURES 2 2 0 3
A continuation of OSC 221, oriented toward the medical environment. Topics include medical terminology, preparation and maintenance of financial and medical reports, billing and collection procedures, and processing of insurance forms and claims. Prerequisite: OSC 221. (D:Sp)

OSC 235 MEDICAL TRANSCRIPTION 2 2 0 3
Upon completion of this course, students should be able to demonstrate operation of dictating machines correctly and efficiently, identify legal and ethical aspects of medical transcription, demonstrate competency in the use of dictionaries and other references, transcribe medical reports and correspondence into final mailable form, and read and explain the content of such reports. Emphasis will also be placed on medical terminology. Prerequisites: OSC 226, 115. (D:Sp)

OSC 236 MEDICAL INSURANCE I 3 0 0 3
Upon completion of this course, the student should understand the basic, universal concepts of medical insurance and billing procedures, legal considerations, and procedural coding. (D:W)

OSC 237 MEDICAL INSURANCE II 3 0 0 3
A continuation of OSC 236. Emphasis will be given to Unemployment Compensation, Medicare, Medicaid, Blue Cross/Blue Shield, CHAMPUS and other insurance carriers. Prerequisite: OSC 236. (D:Sp)

OSC 240 MEDICAL LAW AND ETHICS 3 0 0 3
Designed to acquaint the student with the legal aspects of medical practice acts; the relationship of the physician, patient, professional liabilities and types of medical practice. Prerequisite: None. (D:F)

PED 101 PHYSICAL FITNESS CONCEPTS 2 0 0 2
An academic course designed to convey essential health-related fitness knowledge to the student through the assessment of individual lifestyles and the development of a personal fitness plan. Focus is on nutrition, weight control, muscular strength and endurance, cardiovascular fitness, flexibility and stress management. Prerequisite: RED 99. (D:F)

PED 102 TENNIS 0 2 0 1
Course will cover the mechanics of the fundamental strokes of the game. Emphasis will also be placed on the basic rules, nomenclature and etiquette of the game. (D:F, S)

PED 103 GOLF 0 2 0 1

The correct grip, stance, body position, full swing, central shots and putting techniques are emphasized. Additional fee is charged. (Upon Request)

PED 104 SKATING 0 2 0 1

Instruction is designed to introduce the student to the enjoyment of the active sport of skating. It is for students at all levels of ability, from beginners to the more experienced skaters. Instruction is given on basic positioning, balance and form. Additional fee is charged. (Upon Request)

PED 105 FRENCH-SWISS SNOW SKIING 0 2 0 1

A skills development course designed to provide each individual student with instruction in snow skiing from beginner through intermediate levels. Instruction is provided in homogeneous groups so students will begin at their present level and progress at their own pace. One two-hour session will be held on campus with five four-hour sessions on the slope. Additional fee is charged. (E:W)

PED 106 BEGINNING SWIMMING 0 2 0 1

The objective of this course is to equip individuals with basic water safety skills and knowledge in order to make them reasonably safe while in, on, or about the water. Fee is charged. This course will follow the American Red Cross Outline. Additional fee is charged. (Upon Request)

PED 107 SELF-DEFENSE 0 2 0 1

A presentation of simple, practical, and effective methods of self-defense and control. Emphasis is placed on basic techniques while simultaneously working toward improved physical fitness. Prerequisite: None. Additional fee is charged. (D:W)

PED 108 WALKING 0 2 0 1

An activity course which will instruct the student in walking and hiking safety, clothing, equipment and environmental care. Walks/hikes will be taken to allow implementation of newly acquired skills and knowledge. (D:F,Sp)

PED 109 ARCHERY 0 2 0 1

An activity course which will instruct the student in the history and appreciation of basic archery safety and skills. (D:S)

PED 111 HORSEMANSHIP 0 2 0 1

An introductory recreational riding course. This course is designed to give the beginner, or non-rider, a background in safety, control and non-abuse of the horse. All aspects of horsemanship are covered. The course begins with grooming, saddling and a basic understanding of the team concept of horse and rider. Primary horse care, basic management and simple health care for the horse are included. Additional fee is charged. (Upon Request)

PED 112 BASIC CANOEING 0 2 0 1

Lecture and laboratory practice in the basic skills of lake and river canoeing. Course includes basic strokes along with fundamentals of canoe safety and rescue. Additional fee. Prerequisite: Ability to float or swim in place for three minutes. (Upon Request)

PED 113 BASIC RIVER CANOEING 0 2 0 1

Lecture and laboratory practice in the basic skills of river canoeing. Fundamentals of white water canoeing and safety and rescue will be emphasized. Additional fee is charged. Prerequisite: PED 111 or permission of instructor. (Upon Request)

PED 114 Canoe Camping 0 2 0 1

The fundamentals of canoeing and camping. Trip planning and organization, canoe safety and basic strokes, equipment and low impact camping skills are emphasized. Course consist of a planning session and a three-day trip. Additional fee is charged. Prerequisite: Permission of instructor. (Upon Request)

PED 115 Strength and Conditioning I 0 2 0 1

An examination of the principles and concepts involved in the development of muscular strength and muscular endurance through weight training. (Upon Request)

PED 201 Personal Health and Wellness 3 0 0 3

An investigation of the physical, mental, social and emotional aspects of health and wellness with an exploration of positive lifestyle and behavior modification. Prerequisite: RED 99. (Upon Request)

PED 202 Intermediate Tennis 0 2 0 1

Reinforcement of basic strokes and techniques learned in PED 102. Emphasis is placed on strategy, variations of basic strokes and match play. Prerequisite: PED 102. (D:F,Sp).

PED 205 French-Swiss Snow Skiing II 0 2 0 1

A skills development course designed to provide each individual student with instruction in snow skiing from intermediate through advanced levels. Instruction is provided in homogeneous groups so students will begin at their present skill level and progress at their own pace. One 2-hour session will be held on campus with five 4-hour sessions on the slope. Additional fee is charged. Prerequisite: PED 105. (E:W)

PED 206 Advanced Beginning Swimming 0 2 0 1

The objective of this course is to increase the aquatics abilities of individuals by adding to their skills. Also the course will afford the individuals an opportunity to experience continued success in a reasonable period of time and thus motivate them to continue their water safety training. The course will prepare the students for additional water safety training by introducing them to a series of skills designed to improve their stamina and basic coordination. Additional fee is charged. Prerequisite: PED 106. (Upon Request)

PED 207 Self-defense II 0 2 0 1

A continuation of techniques and skills developed in PED 107 with an added emphasis on the appropriate psychological and physiological responses to violent encounters. Prerequisite: PED 107. (Upon Request)

PED 208 Strength and Conditioning II 0 2 0 1

A continuation of the principles, concepts and skills covered in PED 114 with added emphasis on stress management, dietary management and improved flexibility. Prerequisite: PED 114. (Upon Request)

PHI 151 Ethics for the Professional 3 0 0 3

A treatment of ethical theories and moral decision-making as they apply to the professions. Topics include paternalism, confidentiality, loyalty, truthfulness, whistle-blowing,", individual interest vs. social responsibility. Prerequisite: RED 99. (Upon Request)

PHI 251 Introduction to Philosophy 5 0 0 5

A survey of the philosophical thought of the western world. Emphasis is given to solutions offered by the classical, medieval, modern and contemporary thinkers to major philosophical problems. Prerequisite: ENG 152. (D:F)(E:S,Alt)

PHY 151 Physics I: Mechanics 3 2 0 4

A study of classical mechanics. Topics include the metric system, the properties of matter, work, energy, forces, motion, the laws of Newton and simple machines. Prerequisite: MAT 151, RED 99. (D,E:W)

PHY 152 Physics II: Hydraulics and Heat 3 2 0 4

A study of thermodynamics, ideal gases and heat transfer. Topics include temperature and the properties of fluids at rest and in motion. Prerequisite: PHY 151. (D,E:Sp)

PHY 153 Physics III: Light and Sound 3 2 0 4

A study of wave motion related to study of light and sound. Topics include reflection, refraction and simple lenses. The production of sound waves and resonance is investigated. Prerequisite: PHY 152. (D,E:S)

PHY 154 Physics IV: Electricity, Magnetism, and Nuclear Physics 3 2 0 4

A discussion of electric and magnetic fields and current, voltage, and resistance in electric circuits. Other topics include magnetism, electromagnetic induction and alternating current circuits. Modern physics and nuclear physics are introduced. Prerequisite: PHY 153. (Upon Request)

POL 101 National Government 3 0 0 3

A study of institutions and policies as these relate to American government. Topics for examination include philosophical concepts, a brief history of American government and the development of the Constitution. Congress, the Presidency and the Judiciary are reviewed in terms of political parties, interest groups and civil rights. Prerequisite: RED 99. (D:S)(E:F)

POL 102 State and Local Government 3 0 0 3

A study of the functions, organization and decision-making processes of state and local governments. Topics include administration, legal procedures, law enforcement, police powers, taxation, revenues and appropriations. North Carolina state government and the governmental structures of Avery, Mitchell and Yancey Counties are used as models for discussion. Prerequisite: RED 99. (D:Sp)(E:W)

POL 251 American Government and Politics 5 0 0 5

The American political system; analysis of current political institutions and their development; and how politics shape policies. Prerequisite: RED 99. (D:F)(E:S)

PSY 101 Introduction to Psychology 3 0 0 3

An introduction to the field of psychology. Coverage includes a survey of the four major schools of psychology and the topics of consciousness, learning, thinking, motivation, emotions, human development and personality, psychopathology, perception and applied psychology. Prerequisite: RED 99. (D,E:F)(D:W)

PSY 110 HUMAN GROWTH AND DEVELOPMENT 3 0 0 3

An overview of the life span from conception to death. Physical, social, emotional and mental development during the various stages is explored with a focus on the developmental tasks during the stages. Prerequisite: RED 99. (D:W)

PSY 117 CHILD GROWTH AND DEVELOPMENT I 3 0 0 3

This course is an introduction to the field of child growth and development. Specific topics will include historical perspectives on children, research and observation techniques, terminology and the areas of growth and development. Emphasis will be on conception, prenatal development, the birth process and the neonate. Prerequisite: RED 98. (D:F)

PSY 118 CHILD GROWTH AND DEVELOPMENT II 3 0 0 3

This course examines the growth and development of infants through early childhood. Specific emphasis will be placed on factors influencing development in the physical/motor, cognitive/language and social/emotional areas. Prerequisite: RED 98. (D:W)

PSY 119 CHILD GROWTH AND DEVELOPMENT III 3 0 0 3

This course will examine the growth and development of middle childhood and adolescence. Specific emphasis will be placed on factors influencing development in physical/motor, cognitive/language and social/emotional areas. Prerequisite: RED 98. (D:Sp)

PSY 151 ADDICTIONS 3 0 0 3

An overview of substance and process addictions focusing on the disease concept of addiction, and recovery through 12-step groups. Course will include information on alcohol/drug, food, relationship, work and sexual addictions. Prerequisite: RED 99. (Upon demand)

PSY 152 HUMAN SEXUALITY 3 0 0 3

Biological, psychological, and sociological aspects of human sexuality. Course will include sessions on sexually transmitted diseases, as well as value clarification and sexual decision-making. Prerequisite: RED 99. (Upon demand)

PSY 153 DEATH AND DYING 3 0 0 3

An exploration of historical and contemporary perspectives on death, rites and rituals, social and ethical issues, the personal experience of death, suicide, survival and the grief process. Prerequisite: RED 99. (Upon demand)

PSY 201 CHILD DEVELOPMENT 3 0 0 3

An exploration of physical, social, emotional, mental and moral development of individuals from conception through childhood. Attention will focus on the developmental tasks during the different stages of growth. Prerequisite: RED 99. (D:Sp)

PSY 202 ADOLESCENT AND ADULT DEVELOPMENT 3 0 0 3

The course will explore the life phases of puberty, adolescence, adulthood (early, middle and late) and death. Prerequisite: RED 99. (D:F)

PSY 210 APPLIED PSYCHOLOGY 3 0 0 3

A basic course that will explore the application of psychological issues across a broad range of experiences, including work, education, consumer concerns, social environmental interests, mental health, human relations and life span development. Prerequisite: RED 99. (D:W,Sp)(E:Sp,Alt.)

PSY 220 INTRODUCTION TO EDUCATIONAL PSYCHOLOGY 3 0 0 3

A survey course designed to expose the learner to the area of educational psychology. Topics surveyed include some of the historical influences in education, major schools of philosophy and their influence on learning, basic purposes and goals of education, psychological theories and learning, and some of the current issues in education. Prerequisite: PSY 101 or permission of the instructor. (D:W)

PSY 241 ABNORMAL PSYCHOLOGY 3 0 0 3

An introduction to the field of those who are labeled mentally ill, maladjusted or abnormal. Topics include historical developments; the various viewpoints concerning the issues of abnormality and its causes; classification and features of the various patterns of disorder, treatment and prevention; and current issues in the field. Prerequisite: PSY 101 or permission of the instructor. (D:W)(E:F)

PSY 251 GENERAL PSYCHOLOGY 5 0 0 5

A study of human behavior and experience relating research to the problems and challenges of human existence. The course will examine the major psychological systems in the discipline. Topics will also include motivation, perception and thinking, personality development, abnormal psychology and psychotherapy, learning, intelligence, emotions and stress, and developmental psychology. Prerequisite: RED 99. (D:Sp)(E:S,Alt.)

PSY 260 SELECTED TOPICS IN PSYCHOLOGY: INTIMATE RELATIONSHIPS 3 0 0 3

Drawing from research and social psychology theory, this course focuses on the applied aspects of intimate human relationships. Among the topics explored are attraction and separation, love and self-esteem, communication and sexuality, and anger and jealousy. Prerequisite: PSY 101 or permission of instructor. (Upon Request)

PSY 1101 HUMAN RELATIONS 2 0 0 2

An introduction to societal and personal factors that influence the behavior of people toward one another. Topics include motives, human needs and wants, job satisfaction, health, personality, group interaction, family living patterns and other subjects as they relate to self-awareness and positive interpersonal relations on the job and in the community. (D,E:F)

RED 90 BASIC READING I 0 6 0 3

This individualized course is designed to increase proficiency in vocabulary, comprehension, word attack and reading rate. Topics include following directions, using context clues, locating the answer, getting the facts, getting the main idea, drawing conclusions and making an inference. Students successfully completing this course through Level 8 on the TABE will advance to RED 98. Prerequisite: Placement testing. (D,E:F,W,Sp,S)

RED 91 BASIC READING II 0 6 0 3

This course is a continuation of RED 90 topics on Levels 3-4 using the TABE. Prerequisite: RED 90 and Permission of the Instructor. (D,E:F,W,Sp,S)

RED 92 Basic Reading III 0 6 0 3

This course is a continuation of RED 90 on Levels 5-6 using the TABE. Prerequisite: RED 90 and Permission of the Instructor. (D,E:F,W,Sp,S)

RED 93 Basic Reading IV 0 6 0 3

This course is a continuation of RED 90 topics on Levels 7-8 using the TABE. Prerequisite: RED 90 and Permission of the Instructor. (D,E:F,W,Sp,S)

RED 98 Developing College Reading Skills 3 0 0 3

This course is designed to help students develop and improve their reading skills to prepare them for reading college materials. The students will focus on developing vocabulary, recognizing main ideas and supporting details, identifying transitions and patterns of organization and making inferences. The course mainly addresses the more literal levels of comprehension to prepare students for critical reading. Students will also be offered an additional lab time to work on any problem areas. Prerequisite: Placement testing. (D,E:F,W,Sp,S)

RED 99 Critical Reading Skills 3 0 0 3

The purpose of this course is to help students improve literal reading skills and develop critical reading and thinking skills. Students will review using vocabulary in context, recognizing main ideas and supporting details and understanding transitions and patterns of organization. In addition, they will learn to distinguish facts from opinions, make inferences, understand purpose and tone, recognize propaganda and evaluate arguments. All of these skills will be practiced and emphasized in reading selections from a variety of college materials. Students will also be offered an additional lab time to practice working on problem areas. Prerequisite: RED 98 or placement testing. (D,E:F,W,Sp,S)

REL 251 Old Testament Literature 5 0 0 5

A study of the Old Testament literature. Each chapter will be analyzed from a historical and religious perspective. Prerequisite: RED 99. (D:Sp)

REL 252 New Testament Literature 5 0 0 5

A study of the New Testament literature. Each chapter will be analyzed from a historical and religious perspective. (D:F)

REL 261 World Religions 5 0 0 5

A philosophical assessment of the concepts and development of world religions, past and present, including Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism and Christianity. Prerequisite: RED 99. (Upon Request)

SAF 101 First Aid and CPR 1 2 0 2

This course will certify the student in first aid and infant/child and adult CPR. Topics will include principles of responding to emergencies and techniques for handling common childhood injuries, accidents and illness. Prerequisites: None. (D:W)

SOC 101 Introduction to Sociology 3 0 0 3

An introduction to the field of sociology. Coverage includes historical developments and theoretical perspectives; the individual, culture and society; social inequality, social institutions; and social changes in the modern world. Prerequisite: RED 99. (D:F) (D,E:Sp)

SOC 110 Marriage and the Family 3 0 0 3

An examination of contemporary marriage and family relations from a social-psychological perspective. Prerequisite: SOC 101, SOC 251 or permission of the instructor. (D:Sp)

SOC 111 SOCIAL PROBLEMS 3 0 0 3

An investigation of major societal problems, including such issues as crime and delinquency, race relations, rural-urban poverty, family disorganization and drug abuse. Prerequisite: SOC 101, 251 or permission of the instructor. (D:W)

SOC 220 APPALACHIAN SOCIOLOGY 3 0 0 3

A study of the Appalachian region within a social context. The course will explore the identity of the Appalachian people, the effects of exploitation on the area and its resources, and current social trends of the area. Prerequisites: RED 99 and ENG 151 or ENG 250. (Upon Request)

SOC 251 GENERAL SOCIOLOGY 5 0 0 5

A study of the fundamental concepts and general principles in sociology. Topics to be explored will include the sociological perspectives; culture and society; deviance; inequalities of race, ethnic, gender, and age; the social institutions: family, education, religion, medicine, economics and politics; social change; technology and the environment; and war and peace. Prerequisite: RED 99. (D:F) (E:F,Alt.)

SPA 151 ELEMENTARY SPANISH I 5 0 0 5

Use of basic skills of reading, writing, speaking and listening to Spanish as a foundation for understanding grammatical forms. Incorporation of everyday situations. Prerequisite: RED 99. (Upon Request)

SPA 152 ELEMENTARY SPANISH II 5 0 0 5

A continuation of skills development in reading, writing, speaking and listening to Spanish with emphasis on oral proficiency and grammar. Prerequisite: SPA 151 or permission of the instructor. (Upon Request)

SSC 251 HONORS SEMINAR 3 0 0 3

The honors seminar, which varies in topic from year to year, is open with the consent of the instructor, to any interested and qualified student. Although one faculty member supervises the course, many individuals participate in the seminar and share responsibility for leading class discussion. Prerequisite: 3.25 GPA. (D:F)(E:S)

WLD 1100 BASIC GAS AND ARC WELDING 0 0 6 2

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembly and operating the welding equipment. Practice will be given for surface welding and flame cutting. Emphasis on electric arc and gas welding methods applicable to mechanical repair work. Bronze welding and silver soldering may also be covered. (Upon Request)

WLD 1101 BASIC SHIELDED METAL ARC WELDING 2 0 12 6

This course provides the student with a thorough technical understanding of arc welding fundamentals, welding safety, arc welding machines, electrode classifications and selection. It also provides training to develop the manual skills necessary to make high quality shielded metal arc welds in all positions on mild steel from 16 gage to 1;dp plate single pass and multiple pass. To weld using mild steel and low hydrogen iron powder electrodes using AC and DC welding power sources. (Upon Request)

(WLD 1101A Basic Shielded Metal Arc Welding 1 0 6 3)
(WLD 1101B Basic Shielded Metal Arc Welding 1 0 6 3)

WLD 1102 ADVANCED SHIELDED METAL ARC WELDING PLATE-I 2 0 12 6

This course provides training to develop the manual skills necessary to produce quality multipass fillet and groove welds with backing in all positions using the E6010 and E7018 electrodes on thick carbon steel plate similar to many structural applications. Welding related information is included on weld size and profile, carbon arc cutting, hardsurfacing, repair of cast iron and metal identification. (Upon Request)

(WLD 1102A Advanced Shielded Metal Arc Welding Plate-I 1 0 6 3)
(WLD 1102B Advanced Shielded Metal Arc Welding Plate-I 1 0 6 3)

WLD 1103 ADVANCED SHIELDED METAL ARC WELDING-II 2 0 12 6

This course provides training to develop the manual skills necessary to produce quality single-v-groove welds, using uphill travel. Welding related information is included on welding variables and safety, destructive and nondestructive testing and procedure and welder qualification. (Upon Request)

(WLD 1103 Advanced Shielded Metal Arc Welding II 1 0 6 3)
(WLD 1103B Advanced Shielded Metal Arc Welding II 1 0 6 3)

WLD 1104 BASIC GAS TUNGSTEN ARC WELDING 1 0 6 3

This course provides the student with a thorough technical understanding of gas tungsten arc welding fundamentals, arc characteristics and welding safety. It provides training to develop the manual skill necessary to make high quality gas tungsten arc welds in all positions on 16 to 11 gage carbon and stainless steel, and aluminum, using both direct and alternating current. In addition, material is presented on the weld characteristics of carbon steel, stainless steel and aluminum. Information on pulsed current is included to prepare the student for more detailed applications of pulsed current used in gas tungsten arc welding pipe. (Upon Request)

WLD 1105 SHIELDED METAL ARC WELDING PIPE-I 2 0 12 6

This course provides the student with a thorough technical understanding of pipe welding nomenclature, weld quality, uphill pipe procedures and preheating and interpass heat treatments. It provides training to develop the welding skills necessary to make high quality welds on open root mild steel pipe in the 2G and 5G positions. (Upon Request)

(WLD 1105A Shielded Metal Arc Welding Pipe I 1 0 6 3)
(WLD 1105B Shielded Metal Arc Welding Pipe I 1 0 6 3)

WLD 1106 SHIELDED METAL ARC WELDING PIPE-II 2 0 12 6

This course provides the student with a thorough technical understanding of pipe welding nomenclature, weld quality, uphill pipe procedures and preheating and interpass heat treatments. It provides training to develop the welding skills necessary to make high quality welds on open root mild steel pipe in the 6G position, stainless steel pipe in the 6G position and mild steel pipe with backing rings in the 6G position. (Upon Request)

(WLD 1106A Shielded Metal Arc Welding Pipe II 1 0 6 3)
(WLD 1106B Shielded Metal Arc Welding Pipe II 1 0 6 3)

WLD 1107 GAS TUNGSTEN ARC WELDING, PIPE 1 0 6 3

This course provides the student with a thorough technical understanding of gas tungsten arc welding fundamentals, preparation for welding pipe and pipe welding defects. It provides training to develop the manual skills necessary to produce high quality groove welds on carbon and stainless steel pipe and tubing in the 2G, 5G, and 6G positions. (Upon Request)

WLD 1108 Basic Gas Metal Arc Welding 1 0 6 3

This course is designed to provide the student with a thorough technical understanding of welding safety, gas metal arc welding fundamentals, gas metal arc equipment adjustments, metal transfer and shielding gases. It also provides training to develop the manual skill necessary to make high quality gas metal arc welds in all positions on mild steel from \os\ inch sheet to \te\ inch plate single pass and multiple pass, using short circuit transfer. Information on flux cored arc and submerged arc welding is furnished to familiarize the student with other continuous wire processes. (Upon Request)

WLD 1109 Advanced Gas Metal Arc Welding 1 0 6 3

This course is designed to provide the student with a thorough technical understanding of welding safety gas metal-arc welding of aluminum, including basic fundamentals, types of equipment and metal transfers. It also provides training to develop the manual skills necessary to make high quality gas metal arc welds on aluminum .125;dp to in all positions, single and multipass. Flux core gas metal arc welding of carbon steel will also be covered in this course. (Upon Request)

WLD 1130 Auto Body Welding I 1 0 3 2

A course which involves the student in welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods and deck lids. The student runs beads, does butt and fillet welding, and performs tests to detect strengths and weaknesses of welding joints. Safety procedures are emphasized throughout the course. (D,E:F,Alt.)

WLD 1131 Auto Body Welding II 1 0 3 2

A course which involves the student in the study of high strength and high strength low alloy steels. This course also includes plastic welding and its use in today's automobile. The student practices welding using mig and resistance welders for HHS and HSLA metals and various types of equipment for plastics. (D,E:W, Alt.)

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A.A., Lees-McRae College

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Dickie R. Perry .... Director, Management Information Services
A.A.S., Mayland Community College; B.T.B.A., Appalachian State University

Joyce B. Orndoff .... Systems Analyst
B.S., M.L.S., East Tennessee State University; Additional work at Appalachian State University and North Carolina State University

Rhonda S. Robinson .... Data Analyst
A.A.S., Mayland Community College

RESEARCH AND DEVELOPMENT

Suzanne Young Owens .... Vice President for Research and Development
B.S., M.A.T., East Tennessee State University; Ed.D., East Texas State University

David Biddix .... Coordinator, Publications and Development
B.A., The University of North Carolina at Chapel Hill; Additional graduate work at Western Carolina University

R. Alan Buchanan .... Graphic Artist
A.A., Isothermal Community College; A.A.S., McDowell Technical Community College

Elizabeth B. Silvers .... Administrative Assistant, Research and Development
A.A., B.A. Lees-McRae College

ACADEMIC SERVICES

Loretta M. Church .... Vice President for Academic Services
B.S., M.A., Ed.D., Western Michigan University; Additional work at Saint Olaf College, Atlantic Christian College, and North Carolina State University

John D. Gossett .... Assistant Vice President for Academic Services; Title III Coordinator
B.S., University of Tennessee; M.B.A., Appalachian State University

Louise Buchanan .... Administrative Assistant, Academic Services
Attended Steed College of Technology, Mayland Community College

Kay O. Goins .... Administrative Assistant, Academic Services/Continuing Education

Randy A. Pittman .... Lab Technician
A.A.S., Mayland Community College

CURRICULUM FACULTY

Irene Blevins .... Faculty, Nursing
B.S., Montreat College; R.N. Memorial Mission Hospital; Internship, Charity Hospital of New Orleans

Renie Braswell .... Faculty, General Education
B.S., M.A., Ed.S., Appalachian State University

James M. Buchanan .... Chairperson, Automotive Body Repair; Team Leader, Technology Department
Diploma, McDowell Community College; Diploma, Mayland Community College; ASE Certification: 1-Car Training, Unibody Collision Repair, Unibody Refresher Course, Finish Matching, Plastic Repair, Advanced Vehicle Systems, Electronics for Collision Repair, Black Hawk Frame School; Kansas Jack Frame School; Martin-Semour Training School; 3M Vocational Instructor Training; 3M Collision Shop Management Courses; PPG Refinishing Certification (Bronze Level); PPG Vo-Tech Instructor's Training; General Motors Courses; Hunter Wheel Alignment School

Aaron Cook .... Faculty, General Education
B.S., M.A., Appalachian State University

Rhia M. Crawford .... Chairperson, Team Leader, Business Department
B.S., Freed-Hardeman College; M.A., Appalachian State University,
Certified Professional Secretary

Angie Duncan .... Faculty, Nursing
R.N., Presbyterian School of Nursing; B.S., M.A., Appalachian State
University; Certified Provider of: Advanced Cardiac Life Support,
Trauma Nursing Core Course, Basic Trauma Life Support and
Mobile Intensive Care Nursing

Jean Finley .... Faculty, Secretarial Science
A.A.S. McDowell Technical College, B.S.B.A., Gardner Webb University

Janet C. Graham .... Faculty, General Education
B.S., East Carolina University; Resource Specialist in ABS Instructor
Training, Appalachian State University; Additional work at Appalachian State
University

Rhonda L. Gunter .... Faculty, General Education
B.S., M.A., Appalachian State University

Judy Robinson Hunter .... Faculty, General Education
B.A., M.A., Appalachian State University; Kellogg Institute;
Additional work at Appalachian State University

Carol C. Ingram .... Chairperson, Nursing
Diploma, Lutheran Deaconess School of Nursing; B.A., Saint Olaf
College; M.A. University of Chicago; Traineeship, Duke University

Eulalia M. Ingram .... Faculty, S.O.A.R. Program
B.S., M.A., Appalachian State University; Additional graduate work
at East Tennessee State University

Eloise Ledford .... Faculty, Nursing
Diploma, Memorial Mission School of Nursing; B.S. Winston-Salem State
University

Ruth Ann Lewis .... Chairperson, Cosmetology
Graduate, Western Academy of Hair Design; Advanced Study at
Pivot; B.S., Western Carolina University

Stephen P. Liberty .... Faculty, General Education
B.A., University of Tennessee; M.Ed., Clemson University;
Additional work at University of Northern Colorado

James R. Lovelace .... Coordinator of Curriculum Programs,
Yancey Correctional Center
Diploma, Mayland Community College; Graduate United States
Army Transportation School and NCO Academy; Additional work
at Western Carolina University

Brenda W. McFee .... Faculty, Business Administration
B.S.B.A., M.B.A. Western Carolina University; Certified Trainer -
TQT, PQ Systems

Candace A. Mix .... Faculty, Nursing
Diploma, Presbyterian Hospital School of Nursing; B.S.N., Western Carolina University; M.S.N., Yale University; ANCC Certification in Psychiatric-Mental Health Nursing

Jerrie Parsley .... Faculty, General Education
B.S., Wake Forest University; M.A.T., Appalachian State University

David Pittman .... Chairperson, Electronics
B.S., M.S., Appalachian State University

Lenise Ramsey .... Faculty, S.O.A.R. Program
B.A., Mars Hill College, M.A., Western Carolina University

Bonnie L. Shockey .... Faculty, Microcomputer Systems Technology
A.A.S., Fayetteville Technical Institute; B.S., Methodist College;
M.A. Appalachian State University

Sam E. Silver .... Faculty, Industrial Management
B.S.B.A., M.B.A., Western Carolina University; Certified System Administrator, Northern Telecom, Inc., Certified Trainer - TQT, PQ Systems; Internal Auditor ISO 9000, Perry Johnson, Inc.

Kearney I. Smith .... Faculty, General Education
B.A., University of North Carolina at Charlotte; M.A., University of North Carolina at Chapel Hill; Ph.D., University of Georgia

Larry L. Sparks .... Coordinator of Curriculum Programs
Avery Correctional Center; Chairperson, Welding Program
Welding Certification, Froehling and Robertson, Inc.

Judy S. Stevens .... Chairperson, Early Childhood Education;
Team Leader, Human Services
B.S., M.A.Ed., Western Carolina University; Additional work at University of North Carolina at Chapel Hill

Stuart K. Thomas .... Chairperson, Criminal Justice;
B.L.E.T. School Director
A.A., Lees-McRae College; B.A., The University of North Carolina at Chapel Hill; M.S., The University of North Carolina at Charlotte

Bill Wiseman .... Faculty, Carpentry
Attending Mayland Community College; NC Correctional Educators Conference, Apprenticeship with Yeargin Construction Company

LEARNING RESOURCES CENTER

J. Jeanne Whisnant .... Director, Learning Resources Center
A.A., A.A.S., Caldwell Community College and Technical Institute; B.S., M.A., Appalachian State University; M.L.S., North Carolina Central University

Mamie Carpenter .... Library Technical Assistant
A.A.S., Mayland Community College; Additional classes at Gardner-Webb University

Jon Wilmesherr .... Technical Services Librarian/
Instructional Design Coordinator
B.A., University of Georgia; M.A., Ed.S., Appalachian State University

CONTINUING EDUCATION

Jerry V. Hatfield .... Director, Off-Campus Programs - Yancey County
B.S., Mars Hill College; M.B.A., Western Carolina University

Sandra J. Lusk .... Director, Off-Campus Programs-Avery County
B.A., M.A., Appalachian State University

Geraldine S. Vennerholm .... Acting Director, Small Business Center and
Mitchell County Occupational Extension
A.A., Clark State Community College; B.S., Milligan College

BASIC SKILLS/LEARNING LABORATORY

Louise B. Hembree .... Director, Basic Skills Program
B.S., M.A., Ed.S., Appalachian State University; Additional work at University of North Carolina at Chapel Hill, North Carolina State University, and Virginia Polytechnic Institute and State University

Eva Lee Howell .... Coordinator, Learning Laboratory
B.A., Mars Hill College

PHILLIPS-GWALTNEY CHILD DEVELOPMENT CENTER

Tiffney Saieed .... Director,
Phillips-Gwaltney Child Development Center
B.S., Appalachian State University; M.A., Ed., East Carolina University; Doctoral studies at East Carolina University

Martha Hollifield .... Lead Teacher/
Phillips-Gwaltney Child Development Center
A.A.S., Mayland Community College

Kimberly W. Johnson .... Lead Teacher/
Phillips-Gwaltney Child Development Center
B.S., University of North Carolina at Greensboro

Leslie M. Laws .... Lead Teacher/
Phillips-Gwaltney Child Development Center
A.A.S., Mayland Community College
Cassandra Pertiller .... Lead Teacher/
Phillips-Gwaltney Child Development Center
A.A.S., Mayland Community College

Tammy N. Shook .... Lead Teacher/
Phillips-Gwaltney Child Development Center
A.A.S., Mayland Community College, B.A., Mars Hill College

Mitzi L. Stines .... Lead Teacher/
Phillips-Gwaltney Child Development Center
A.A.S., Mayland Community College

ADMINISTRATIVE SERVICES

David Wm. Whitson .... Vice President for Administrative Services
A.A.S., Asheville-Buncombe Technical Community College; B.S., Mars Hill College; M.A., Western Carolina University

Bobby L. Byrd .... Custodian
G.E.D., McDowell Technical Community College

Anne W. Castro .... Coordinator, Personnel Services
A.A.S., Mayland Community College; B.S., Milligan College

Evelyn Cox .... Accounting Technician
A.A.S., Mayland Community College

Dianne Griffith .... Receptionist
Attending Mayland Community College

Julia S. Hardie .... Controller
A.A.S., Mayland Community College

Donald Hensley .... Coordinator, Equipment/Purchasing
A.A.S., Mayland Community College; B.T.B.A., Appalachian State University

Barbara F. Hill .... Accounting Technician
A.A.S., Mayland Community College

Kathy Hornketh .... Accounting Technician
A.A.S., Mayland Community College; B.S., Mars Hill College

Troy G. Hughes .... Supervisor, Plant Maintenance
United States Army Aberdeen Ordnance School; Diploma, Mayland Community College; North Carolina Electrical Contractors License; Additional work at Mayland Community College; North Carolina Plumbing Contracting License

Ronnie L. Hullett .... Maintenance
Diploma, Asheville-Buncombe Technical Community College; Additional work at Mayland Community College; N.C. Electrical Contractor's License, N.C. Pesticide License

Jean Pitman .... Food Service Manager
Graduate of Food Service, University of North Dakota; Additional studies at Georgia State University

Paul E. Rash .... Coordinator, Auxiliary Services
B.S., M.A., Appalachian State University

Cynthia M. Renfro .... Cashier
A.A.S., Mayland Community College

Richard W. Sullins .... Administrative Assistant, Administrative Services
B.S., Western Carolina University; Western Carolina Leadership Development Program

STUDENT SERVICES

Matthew Ledford .... Vice President for Student Services
B.S., Wake Forest University; M.Ed., The University of North Carolina at Greensboro

Paula Crowder .... Administrative Assistant, Student Services
A.A.S., Mayland Community College

Doug Dewar .... Counselor, Employability Services
B.A., M.A., Appalachian State University

Lynn Deyton .... Coordinator, Financial Aid
B.S., M.A.Ed., Western Carolina University

Gregory Ledford .... Job Locator
A.A.S., Mayland Community College

Brenda S. Lyerly .... Enrollment Development Specialist
B.A., University of Houston; M.A., Appalachian State University

Tracy M. Medford .... Records Analyst
B.S., Appalachian State University

Shelby Silvers .... Clerk/Secretary
Diploma, Blantons Business College

Brenda B. Wilcox .... Registrar
Business Secretarial Diploma, McDowell Technical Community College; A.A.S., Mayland Community College

S.O.A.R. PROGRAM

Nancy H. Godwin .... Director, S.O.A.R. Program
B.A., M.A.Ed., East Carolina University

Jeannette Murray Peek .... Counselor, S.O.A.R. Program
B.S., M.A., State University of New York at Albany

John Saparilas .... Transfer Counselor, S.O.A.R. Program
B.S., M.A.Ed., East Carolina University

Debbie Stafford .... Administrative Secretary, S.O.A.R. Program
A.A.S., Mayland Community College

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The Mayland Community College Foundation is a group of citizens from the three-county area who work to raise funds and cultivate friends for the college. The results of their efforts are evident in special projects at the college, scholarships for students, and especially in 1990-92 the construction of a Child Development Center. The Board of Directors for the Foundation includes:

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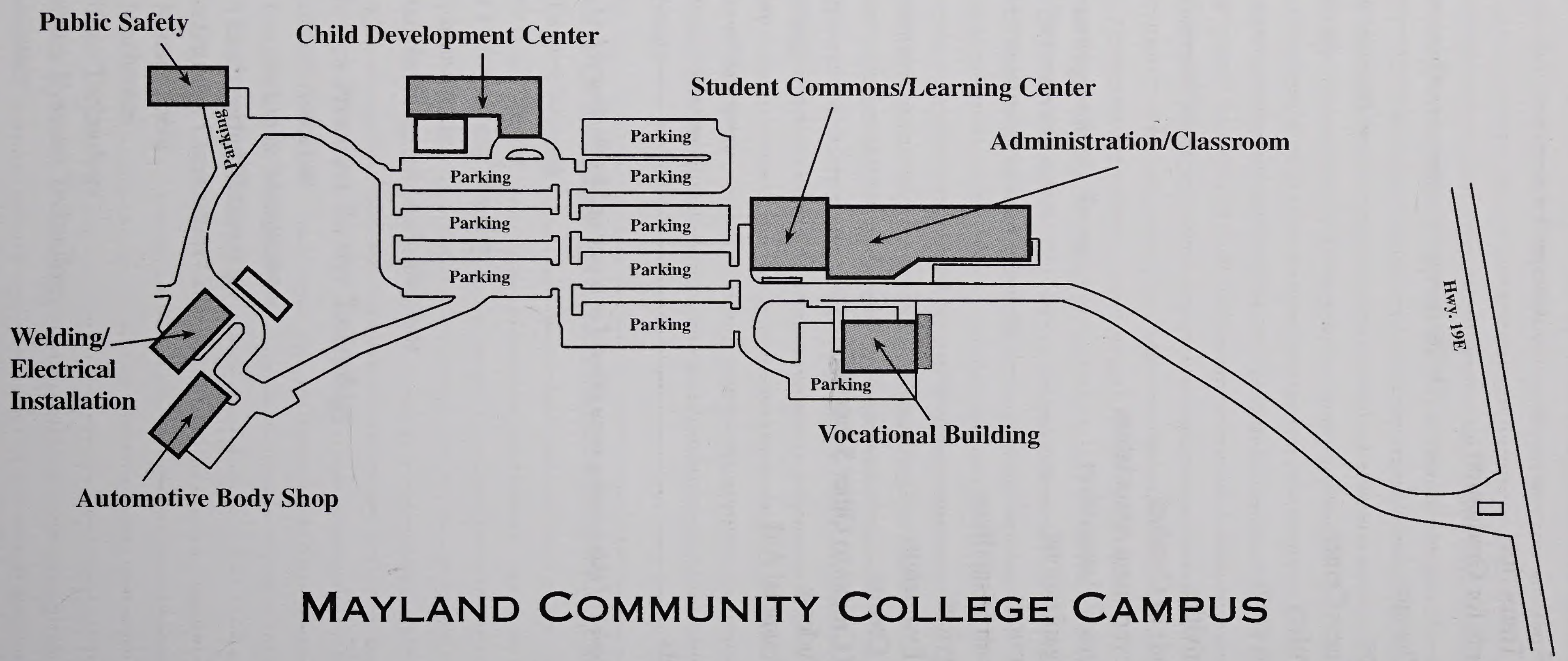
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MAYLAND COMMUNITY COLLEGE CAMPUS

Mayland Community College
P.O. Box 547
Spruce Pine, NC 28777